ELEMENTARY PRINCIPAL
2023-2024

The Newport-Mesa Unified School District is seeking an elementary principal. The District seeks a dynamic, energetic instructional leader who has outstanding communication skills. Successful candidates must have administrative experience, preferably at the elementary level, cultural competency, and a proven ability to foster a healthy school culture with high expectations. Bilingual Spanish candidates highly desired.

Position Description:
Under the direction of the Assistant Superintendent, Elementary Education, an elementary principal serves as the educational leader and chief administrator of the school. Responsibilities include but are not limited to planning, organizing, and directing the total operation of the site, evaluating personnel and the instructional program, and budgeting. An effective elementary principal will facilitate students, teachers, parents, and the local community in building a school environment that maximizes student learning, academic performance, and positive social growth.

Representative Duties:
The principal is responsible for the total administration of the school. This includes developing, implementing, and evaluating the instructional program; providing leadership to guide the work at the school; using data to inform instruction and behavioral interventions; communicating effectively and timely with students, parents, and staff; planning and implementing high quality staff development; financial planning and budgetary processes; and assume responsibility for leadership and management of all other aspects of the school program.

The duties and responsibilities described here are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Successful candidates will have:

Knowledge of:
- Learning theory, effective instructional strategies, and models of teaching
- Dual Language Immersion programs and instruction
- Research-based strategies that promote student well-being and engagement
- Multi-Tier Systems of Support (MTSS)
- State Standards and Curriculum Frameworks
- Technology to support instruction and other functions throughout the school
- Instructional methodologies for English Learners
- Effective decision-making models
- Cultural competence
- California Standards for the Teaching Profession
- Various management and leadership styles
- Budget management
Ability to:
• Establish and maintain a positive, effective, collaborative learning climate in the school
• Lead, facilitate, plan, and organize
• Design, develop, implement, and evaluate curriculum and instruction
• Provide instructional leadership and high-quality staff development
• Interact effectively with advisory councils and school/community groups
• Communicate effectively with staff, students, and parents: listening, speaking, and writing
• Establish and maintain effective working relationships
• Analyze and problem solve complex situations
• Assume leadership in the direction of the school’s extra-curricular activities
• Participate in staff and student activities

Required Qualifications:
• Appropriate California Administrative Credential
• Master's degree from an accredited college or university
• A minimum of 5 years of teaching or administrative experience

Preferred Qualifications:
• Prior administrative experience
• Dual immersion program experience
• Bilingual: Spanish

Selection Criteria:
A limited number of applicants, who best meet the requirements of the position, as evidenced on their applications, will be invited for an interview. The selection will be based upon:
• The candidate's possession of the qualifications and considerations noted above.
• The endorsement of the candidate by previous supervisors, administrators, employers, etc.
• The endorsement of the candidate by the individuals involved in the selection process.

Base Salary: $142,451 - $173,314* (208 days)
*Based on 2023-2024 Salary Schedule, plus:
✓ Mileage Allowance
✓ Communication Stipend
✓ Generous District Contribution Toward Family Health and Welfare Benefits
✓ Paid Professional Dues

Application Procedure:
Individuals who are interested must submit an EdJoin electronic application. The EdJoin link is on our website at www.edjoin/nmusd. A letter of intent, resume, and three (3) letters of recommendation, and a copy of all credentials must be attached to your electronic application. Additional information can be obtained by contacting:
Newport-Mesa Unified School District
2985-A Bear Street, Costa Mesa, CA 92626
(714) 424-5041

Deadline for Applying: August 28, 2023, at 12:00 P.M.

The Newport-Mesa Unified School District Governing Board desires to provide a positive work environment where employees and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. The Board prohibits discrimination or sexual harassment of any job applicant on the basis of the person’s race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital or parental status, pregnancy, genetic information, military, and veteran status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression or the perception of one or more of such characteristics; or association with a person or a group with one or more of these actual or perceived characteristics.