

CORONA-NORCO UNIFIED SCHOOL DISTRICT

Human Resources

March 8, 2013

POSITION: ELEMENTARY SCHOOL ASSISTANT PRINCIPAL (ELIGIBILITY POOL)

APPLICATION DEADLINE: MARCH 25, 2013

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direction and supervision of the principal:

1. Direct school affairs in a manner consistent with Board policies, administrative rules and regulations as established by the Superintendent, and any further rules and regulations considered necessary for the proper function of the school;
2. Develop and coordinate the curriculum of the school and all courses of study used in the various instructional fields in accordance with District policies;
3. Supervise the selection and use of instructional supplies and equipment, and other varied types of instructional materials, including textbooks and supplementary books;
4. Supervise and upgrade classroom instructional methods and processes in all fields including special classes for exceptional children assigned to the school;
5. Supervise classroom testing and other appraisal of pupil accomplishment in the individual school;
6. Organize, provide general direction, and coordinate all phases of the educational program of the school in accordance with District policies;
7. Supervise teachers' professional growth in the individual school;
8. Supervise the operation of the school's buildings and grounds, supervise and coordinate the use of the school plant;
9. Administer the school budget;
10. Develop and direct the school's program of community relations;
11. Evaluate the work of all personnel in the school and make recommendations for the continued employment, reassignment, or separation from service of the personnel of the school;
12. Prepare an annual report and/or periodic reports, as may be required on the work of the school;
13. Supervise and coordinate the work of attached personnel as shown in the District Organizational Chart;
14. Administer the Collective Bargaining Agreements at the school;
15. Perform other services as directed by the Principal, Superintendent and Assistant Superintendents.

CREDENTIAL REQUIREMENTS:

A California credential authorizing administration of an elementary school is required. A credential issued through an approved university training program is preferred.

English Learner Certification is required.

EXPERIENCE:

Previous successful experience at organization and supervision of an educational program is preferred. Five years of elementary teaching experience is preferred.

DESIRABLE QUALIFICATIONS:

A Master's Degree is required.

SALARY/CONTRACT:

Range II of the Management Salary Schedule (\$81,644.00 - \$104,204.00) based on 212 work days.

INSURANCE BENEFITS:

Paid medical, dental and vision insurance for the employee and the family of the employee. The employee will choose from the medical and dental insurance plans offered. Vision coverage is with Vision Service Plan. Each management employee is provided with a fully-paid \$250,000 life insurance policy.

APPLICATION PROCEDURE:

The complete application for the position will include:

1. The Corona-Norco Unified School District management application form;
2. A personal letter of application giving reasons for being interested in this position;
3. A current resume including background information, educational experience and achievements;
4. A current placement file forwarded by the candidate OR three signed, current letters of recommendation (**current means within the last two years**);
5. A complete set of transcripts.
6. A copy of your Administrative credential or your Certificate of Eligibility.

Please address application materials and request for information to:

Samuel Buenrostro, Ed.D., Assistant Superintendent
Human Resources
Corona-Norco Unified School District
2820 Clark Avenue
Norco, CA 92860 (951) 736-5064

**** PLEASE NOTE:** You will not be considered for an interview unless all paperwork is on file by the application deadline.

All contacts with Corona-Norco Unified School District administrators concerning the position for which applied, must be scheduled through Human Resources. Candidates who make unauthorized contacts will not be considered for employment.

Employment is subject to a criminal history check, which takes four to six weeks. Applicant cannot start work until this clearance is received from Department of Justice. Applicant will be barred from employment if he/she has a prior conviction for serious or violent felony as specified (unless applicant has obtained a certificate of rehabilitation and pardon, or if for a serious felony, a court finding of rehabilitation).