

## SELECTION PROCESS

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A screening committee will evaluate each application. The best qualified on paper will be invited for an interview with a staff/community advisory committee. Finalists will be invited to return for an interview with the Superintendent. The successful candidate will be appointed in April 2012. He/She should be able to join the District staff no later than August 1, 2012.

## COMPENSATION

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The Principal total compensation schedule ranges from \$117,092 to \$154,188 total comp for a 213 day work year. Annual stipends for advanced degrees are \$1,500. Placement on the salary schedule is negotiable dependent upon the background and qualification of the candidate selected.

## APPLICATION PROCEDURE

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All applicants must provide the following information by MARCH 12, 2012:

- **Application form**  
(available online at [www.mpcsd.org](http://www.mpcsd.org)). Please do not complete form with "see attached resume".
- **Personal letter of introduction**  
stating reasons for being interested in the Encinal School Principal position.
- **Resume of educational preparation**,  
experience, achievements, and community and professional activities.
- **Placement file**  
including transcripts, degrees, valid credentials, and no more than five letters of professional reference.

Inquiries and application packets should be addressed to:

**Kathryn Christopherson, Human Resources  
Manager**

Menlo Park City School District  
181 Encinal Avenue  
Atherton, CA 94027  
(650) 321-7140, extension 5602  
[KChristopherson@mpcsd.org](mailto:KChristopherson@mpcsd.org)

## MENLO PARK CITY SCHOOL DISTRICT

181 Encinal Avenue  
Atherton, CA 94027

Tel: 650 • 321 • 7140  
Fax: 650 • 321 • 7184

**Superintendent**  
Dr. Maurice Ghysels

### Board of Education

Jeff Child  
Maria Hilton  
Joan Lambert  
Laura Rich  
Terry Thygesen



## THE COMMUNITY

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Menlo Park and Atherton are located 27 miles south of San Francisco and 20 miles northwest of San Jose, on the edge of "Silicon Valley" in southern San Mateo County, two miles from Stanford University. The community is recognized as an excellent place to raise children. It offers fine health care facilities, and plentiful cultural and recreational activities.

*The Menlo Park City School District is an  
Equal Opportunity Employer*

[www.mpcsd.org](http://www.mpcsd.org)



## PRINCIPAL

for

## ENCINAL ELEMENTARY SCHOOL



## DISTRICT MISSION STATEMENT

We are a community of educators, scholars, parents and staff working together to inspire high academic achievement among all students, serve their needs, challenge their minds, and enrich their lives, laying a foundation for success and participation in a democratic society and as citizens of the world.

## THE POSITION

Encinal Elementary School is California Distinguished School recipient, as well as a National Blue Ribbon School. Full modernization and significant additions to the campus were fully completed in 2011 (no portables!). Serving K-5th grades, the school currently serves 785 students, with a strand of Spanish Immersion. As one of the top performing schools in the state, Encinal offers a balanced instructional program of academic breadth and enrichment. There is an outstanding and experienced faculty and a high level of parent participation.

The Principal of Encinal School is responsible for nurturing a student-centered school climate; constantly improving instructional programs; empowering and supporting staff; interfacing with parents and the community; and furthering District goals and vision.

The Principal participates on the District Leadership Team and Goal Teams to ensure coordinated District leadership and engages in a supportive role with the Parent Teacher Organization and the Menlo Park-Atherton Education Foundation.

The ideal candidate will

- Maintain a student-focused educational environment that supports and accelerates the learning of our struggling students and challenges and engages our advanced students.
- Support and nurture our special needs students, many that will be full inclusion
- Facilitate and cultivate a vision among the faculty and the school community for a 21st century educational program
- Select the necessary faculty and staff that embraces the opportunity to expand and evolve programs
- Nurture the Spanish Immersion strand, while blending the whole student body into the expanded cultural experience
- Recognize the magic of MPCSD and wants to change the world!



## PROFESSIONAL/PERSONAL QUALIFICATIONS

- Visionary leader who fosters continuous, ongoing improvement for students and staff
- Strong advocate for underrepresented/underserved students and able to encourage their parent's participation, while being able to balance attention to the high achieving students with intense parental involvement. Someone who can truly have one foot in each world to be an advocate for each child at his/her school and build a culture that is passionate about serving every child's needs.
- Committed to educational excellence; holds self, students and staff to high expectations
- Uses student performance data to assist with decision making and planning
- Strong 21st Century skills, professional development, teacher empowerment and a passion for technology learning solutions: Collaboration, Critical Thinking, Communication, and CREATIVITY.
- Applies knowledge about current research related to curriculum and the teaching-learning process
- Facilitates, supports, and encourages the work of staff members through instructional teams
- Possesses a personal sense of integrity and self-confidence
- Demonstrates flexibility, is open to views of others and alternative solutions...wildly innovative and creative!
- Communicates effectively with students, staff, parents and community
- Spanish/English bilingual preferred

## PREPARATION AND EXPERIENCE CRITERIA

- California Administrative Service Credential
- Masters Degree from an accredited college
- Successful teaching experience, preferably at the elementary school level
- Administrative experience at the elementary or middle school level

## MENLO PARK CITY SCHOOL DISTRICT

The Menlo Park City School District is a K-8 school district that encompasses parts of Menlo Park, Atherton, and unincorporated San Mateo County. The District has approximately 2,750 students in four schools. As a Basic Aid District, the total allocation per student is approximately \$11,000, supported through property taxes, parcel taxes and community contributions.

The student population is generally composed of high achieving children. The District is committed to serving students with disabilities within the least restrictive environment and once and for all closing the achievement gap. There is substantial parental involvement and community support for the schools.

The District uses a management style relying on collaborative problem solving and enjoys good relationships with employee associations. In addition to its academic program, the District provides a robust array of enrichments in art, music, and world language.

Major initiatives within the District schools include:

- Professional learning communities of educators working collaboratively for improvement of instruction
- Full inclusion of disabled students within regular education classrooms
- Increased achievement of low-performing student groups.
- Instructional technology that is integrated within classrooms to maximize learning
- Quality instruction to ensure that teaching is responsive to individual student needs

