

WITH A 21ST CENTURY LEADER...

and allow for student choice and exploration

4. A sense of community and belonging for all students, staff and parents
5. Teamwork and sharing, along with other positive character traits
6. Positive connections with adults for all students
7. Academic and personal support for students in need
8. A safe and positive school environment for students and staff
9. Opportunities for students to assume growing responsibility for their learning and citizenship
10. Stewardship of environmental resources



project to be completed December 2012

MENLO PARK CITY SCHOOL DISTRICT

181 Encinal Avenue
Atherton, CA 94027

Tel: 650 • 321 • 7140
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Superintendent
Dr. Maurice Ghysels

Board of Education

Jeff Child
Maria Hilton
Joan Lambert
Laura Rich
Terry Thygesen

THE COMMUNITY

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



is seeking a

PRINCIPAL

for

**HILLVIEW MIDDLE
SCHOOL**



DISTRICT MISSION STATEMENT

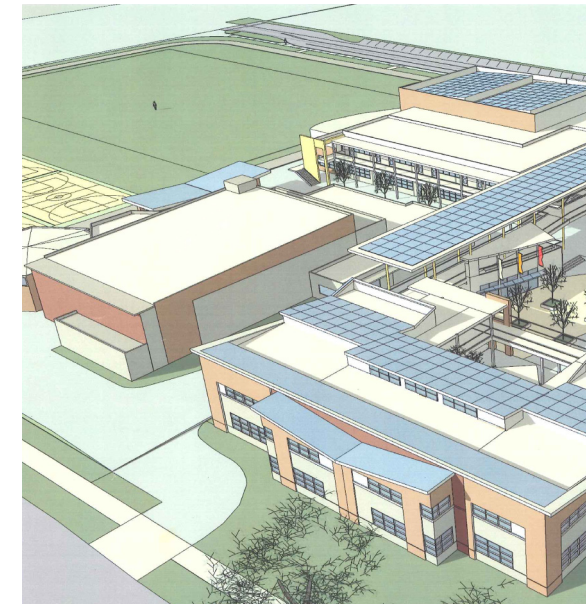
We are a community of educators, scholars, parents and staff working together to inspire high academic achievement among all students, serve their needs, challenge their minds, and enrich their lives, laying a foundation for success and participation in a democratic society and as citizens of the world.

VISIONING A 21ST CENTURY SCHOOL

With the passage of a \$91 million bond in 2006, the District has rebuilt Hillview Middle School to meet increasing enrollment (38%) and provide high-quality facilities for teaching and learning. The goal is for the campus to be CHPS verified and grid-neutral.

In preparation for the design of the school, Hillview's faculty contributed to the identification of strongly held values in common with the entire school community. Hillview Middle School's programs and facilities will foster:

1. High standards, academic challenge, and quality work
2. Constructivist, hands-on learning experiences in a rigorous academic environment
3. Enrichment opportunities that provide continuity from elementary programs



Architectural rendering of new Hillview campus,

THE POSITION

Hillview Middle School is an 8-time California Distinguished School recipient as well as a National Blue Ribbon School. Serving 6th-8th grades, the school currently serves 688 students and will grow to 960. As one of the top performing schools in the state, Hillview 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 Hillview 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

- Facilitate and bring to life a vision among the faculty and the school community for a 21st Century educational program
- 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
- Select the necessary faculty and staff that responds to the growth of enrollment, and embraces the opportunity to expand and evolve programs
- 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 and PLCs
- 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 middle school level
- Administrative experience at the elementary, middle or high school level

SELECTION PROCESS

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

The Principal total compensation schedule ranges from \$120,627 to \$158,843 total comp for a 216 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

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

- **Application form** (available online at www.mpcsd.org). Please do not complete form with "see attached resume".
- **Personal letter of introduction** stating reasons for being interested in the Hillview 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

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 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 relies 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 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

