



INGLEWOOD UNIFIED SCHOOL DISTRICT

401 S. INGLEWOOD AVE., INGLEWOOD CALIFORNIA • 90301 PHONE: (310) 419-2761 (310) 680-5133 FAX

NOTICE OF VACANCY: HIGH SCHOOL PRINCIPAL (MORNINGSIDE HIGH SCHOOL)

SALARY: up to \$10,581.49 Monthly

12 Months Per Year

DEFINITION

Under the direction and supervision of the Chief Academic Officer, serves as chief administrator of senior high school; maintains an effective instructional program; is responsible for the supervision of the school physical plant, the school budget, the certificated and classified staff and the student activity programs; maintains active relationships with the community; maintains close articulation with other educational levels.

EXAMPLES OF DUTIES

The outcome of the High School Principal's job performance will be as follows:

1. Programs and operations of the school will have been appropriately and effectively managed, directed and supervised.
2. Curriculum development, master schedule and instructional methodology will have been effectively coordinated through appropriate school administrators.
3. Student guidance, records and testing programs will have been effectively coordinated and supervised through administrators.
4. Effective management toward the efficient and prudent distribution of available district funds will have been competently provided.
5. Associated Student Body funds, budget and expenditures will have been consistently and appropriately managed and monitored.
6. Effectively coordinated on-site personnel duties will have been directed toward the established goals of the school and the District.
7. An environment, which allows for optimum learning will have been provided and maintained.
8. The school's and the District's educational program will have been effectively interpreted to community agencies.
9. An ongoing plan for the meaningful articulation of the total high school program to the District junior high schools, as well as the universities and community colleges, and other youth serving agencies will have been consistently provided.
10. The Associated Student Body will have been satisfactorily organized and guided.
11. An effective and viable co-curricular program representative of the school and community needs will have been maintained.
12. Plant operations, maintenance, community utilization of plant, health and food services will have been coordinated and supervised through appropriate school administrators.
13. Reports and surveys will have been submitted in an efficient and timely manner to appropriate agencies.

Mission Statement

The mission of the Inglewood Unified School District is to ensure that all of our students are taught rigorous standards based on curriculum supported by highly qualified staff in an exemplary educational system characterized by high student achievement, social development, safe schools and effective partnerships with all segments of the community

EXAMPLES OF DUTIES (cont'd)

14. Local, State and Federal mandated programs will have been appropriately established and basic requirements will have been consistently maintained.
15. Appropriate administration and management will have been provided in the interpretation and implementation of classified and certificated contracts.
16. Curriculum content as established by the Advisory Board of Education will have been effectively implemented and supervised.
17. Leadership will have been provided within the school's administrative team for appropriate professional growth and in-service training for management, teaching and classified staff members.
18. Effective leadership will have been provided for the development and implementation of the school's program of community relations.
19. Administrative authority will have been appropriately delegated and competently monitored to achieve management effectiveness.
20. Assigned certificated and classified personnel will have been adequately supervised and appropriately evaluated.
21. Timely and effective communications regarding incidents and/or situations which might impact the District, its divisions or its schools will have been consistently provided to appropriate District office/school personnel.
22. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions or its schools.
23. Significant Annual Objectives deemed appropriate by the supervisor will have been established.
24. Appropriate data in support of the status of annual Objectives and Job Description elements will have been gathered.
25. Other duties assigned by the supervisor will have been effectively accomplished.

QUALIFICATIONS

Certification Requirement:

Appropriate Administrative California Credential or Certificate of Eligibility and Teaching Credential are required.

Education:

Master of Arts or Master of Science is required.

Experience:

Minimum of four years of credentialed service at the secondary level including grades 9-12. Five or more years teaching and administrative experience at the high level is desirable. Demonstrate ability to effectively communicate with staff and students. Recent and relevant training in instructional practice.

Testing:

Qualification for employment includes completion of online training in the following areas:

- Bloodborne Pathogens Exposure Prevention
- Mandated Reporter: Child Abuse & Neglect
- Restraint and Seclusion
- Sexual Harassment Prevention for Non-Managers

QUALIFICATIONS (cont'd)

Testing (Cont'd):

- VIPS Very Important Points: New Employee Trainings
- Workplace Violence: Awareness and Prevention
- Youth Suicide: Awareness, Prevention and Postvention

Upon offer of employment, candidates will receive information and directions regarding this training.

PERSONAL QUALIFICATIONS

Character, personality and proper social capability to relate effectively with staff, students and community. Demonstrated ability to work with a wide variety of community groups and organizations.

APPLICATION PROCEDURES

Apply at www.edjoin.org/inglewood, include the following documents:

1. Valid California Administrative Services or Certificate of Eligibility and Teaching or Services Credential
2. Brief Resume outlining experience
3. Letter of Introduction
4. Three (3) current letters of reference, letters should be dated within one (1) year