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PACIFIC GROVE UNIFIED SCHOOL DISTRICT

435 Hillcrest Avenue, Pacific Grove, California

Ralph Gómez Porras
Superintendent

Phone (831) 646-6520
Fax (831) 646-6500
rporras@pgusd.org

Rick Miller
Assistant Superintendent

Phone (831) 646-6509
Fax (831) 646-6582
rmiller@pgusd.org

February 15, 2018

NOTICE OF CERTIFICATED MANAGEMENT VACANCY

QUALIFIED DISTRICT EMPLOYEES WILL RECEIVE AN INTERVIEW

**POSITION: ELEMENTARY SCHOOL PRINCIPAL
ROBERT DOWN ELEMENTARY SCHOOL K-5**

POSITION

CRITERIA:

The most qualified candidates will meet the following criteria:

- Ability and expertise to direct, lead, and coordinate the multifaceted functions and activities of an Elementary school facility.
- Ability to demonstrate effective instructional, organizational, and administrative leadership including maintaining school-wide focus on high standards of student achievement and managing process for analyzing data to increase student achievement.
- Certificated administrative experience.
- Elementary School teaching experience
- Expertise in subject matter educational programs and curriculum and instructional strategies and trends regarding the Elementary school age child.
- Ability to work closely with the school staff, school site PTA, School Site Council, and other community groups in identifying educational and instructional needs, and in developing plans to improve the instructional process.
- Desire and ability to establish and maintain a positive team building and team management system.
- Ability to meet with teachers, ancillary personnel, parents, community members, and other educational personnel to influence, motivate and monitor the result objectives of the school operation.
- Possess an understanding and working knowledge of school site budget procedures.
- Knowledge of District Mission Statement, Strategic Plan, LCAP, site plans, standards, policies, and procedures.
- Knowledge of confidentiality standards and the code of ethical behavior.
- Knowledge and experience with Common Core and Common Core implementation.
- Understand the role of the School Board in relation to school site governance and implementation of policy.
- Ability to perform other related duties as required and assigned.
- Possess a growth mindset.
- Must meet the job description requirements.

EFFECTIVE: July 1, 2018

EXPERIENCE: Prior Elementary school administrative experience desired.

CREDENTIAL: Must possess or a valid California credential authorizing the credential holder to provide administrative service.

SALARY: \$133,313 - \$158,469 (according to the certificated management salary schedule)

DEADLINE: **Friday, March, 16, 2018**

APPLICATION: Please submit a **complete** application packet on edjoin or to:

Pacific Grove Unified School District
Human Resource Department
Billie Mankey, Director II, Human Resources
435 Hillcrest Avenue
Pacific Grove, CA 93950.
FAX: 831-646-6527
District website: www.pgusd.org

A complete certificated application package includes a cover letter, district certificated application form, current résumé, copy of credential, copy of transcripts and 3 letters of recommendation.

The Pacific Grove Unified School District does not discriminate against on the basis of sex, sexual orientation, gender, gender identity, gender expression, pregnancy, race, ancestry, national origin, religion, color, mental or physical disability, medical condition, genetic information, marital status, age, and military and veteran status.