

Manhattan Beach Unified School District
325 S. Peck Avenue, Manhattan Beach, CA 90266
Tel: (310)318-7345 ext. 5951 FAX: (310)303-3824

Notice of Certificated Vacancy

2011-2012 School Year

April 26, 2011

#CE10-11:51

Position:	ELEMENTARY SCHOOL PRINCIPAL
Work Year:	July 1, 2011 to June 30, 2012 207 Work Days
Minimum Qualifications:	California Administrative Services Credential or out-of-state equivalent Elementary School Administrative Experience preferred but not required
Salary:	\$91,908 to \$103,443 annually
Deadline:	Friday, May 20, 2011, by 4:00 p.m. (PST)
Application Procedure:	Applicants should submit the Application for Principal – Elementary School, a formal cover letter of intent, a complete résumé, credentials, transcripts and four recent letters of professional recommendation to: Kathy Hall, Director of Human Resources Manhattan Beach Unified School District 325 S. Peck Avenue Manhattan Beach, CA 90266 khall@mbusd.org Phone: (310) 318-7345, x 5951
District Website:	www.mbusd.org The application can be located by clicking on “District Office,” “Human Resources,” and “Applications”

PCF#

THE BOARD OF TRUSTEES PROHIBITS UNLAWFUL DISCRIMINATION AGAINST AND/OR HARASSMENT OF DISTRICT EMPLOYEES AND JOB APPLICANTS ON THE BASIS OF AGE, ACTUAL OR PERCEIVED SEX, SEXUAL ORIENTATION, GENDER, ETHNIC GROUP IDENTIFICATION, RACE, ANCESTRY, NATIONAL ORIGIN, RELIGION, COLOR, OR MENTAL OR PHYSICAL DISABILITY.

Application For Principal – Elementary School

Date: _____

Applicants are required to complete an application package which includes this application, a formal letter of intent, a complete résumé, credentials, transcripts and four letters of professional recommendation.

Name: _____

Telephone: (Home) _____ Telephone: (Office) _____

Address: _____ Zip Code: _____

Email Address: _____

Record of Applicable Experience (in reverse chronology)

<u>Title</u>	<u>District</u>	<u>Years Served</u>	<u>Highest Salary</u>	<u>Reason for Leaving</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Record of Related Education and Training

<u>Institution</u>	<u>Year</u>	<u>Major</u>	<u>Degree</u>
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____
_____	_____ to _____	_____	_____

Give names, title, addresses and telephone numbers of three or more administrators familiar with your career whom we may contact.

List California Credentials now held.

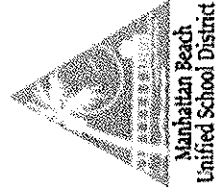
**Manhattan Beach Unified School District
Mission and Goals**

Our Vision

The Vision of the Manhattan Beach Unified School District is to prepare our students to become good citizens, parents, workers and leaders in the complex, rapidly changing world they will inherit. They will develop strong self-discipline, interpersonal skills, personal values, social and civic responsibilities and respect for nature and for others. They will be able to move beyond us, each prepared to earn a living, cultivate a dream and make a difference.

Our Mission

The Mission of the Manhattan Beach Unified School District is to prepare all of our students to meet the challenges of a rapidly changing, highly complex, technology-rich, global society. We will continually strive for excellence in all aspects of the education process. We will teach our students to understand and appreciate human and cultural diversity. We will harness the resources of the entire community, including students, parents, teachers, staff, administrators, college and business leaders and others. We will empower students to be lifelong learners, to demonstrate high achievement and to develop the skills and characteristics needed to enjoy happy and successful lives.



An Affirmative Action/
Equal Opportunity Employer

Manhattan Beach
Unified School District
Board of Trustees

Bill Fournell, President
Ellen Rosenberg, Vice President
Penny Bordokas, Clerk
Ida VanderPoorte, Member

Michael Matthews, Ed.D.
Superintendent of Schools

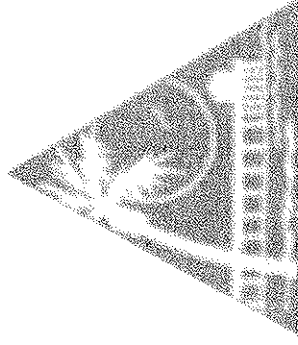
Adopted Goals
of the Board of Trustees

- Examine our existing academic programs and explore best practices that may have potential for our students
- Maintain transparent, responsible, focused and collaborative budgetary and financial practices
- Develop excellent communication practices with our employees and our community
- Celebrate and enhance the excellence of Mira Costa High School.

Application Deadline is
Friday, May 20, 2011
4:00 p.m.

Announcement
for the
Position
of

PRINCIPAL
Elementary
School
K - 5



Manhattan Beach
Unified School District

325 S. Peck Avenue
Manhattan Beach, CA 90266

www.mbusd.org

The Position

The Manhattan Beach Unified School District (MBUSD) is seeking an outstanding educator to assume the position of Elementary School Principal, effective July 1, 2011.

The District and Community

Manhattan Beach is a coastal community of 35,000, within minutes of LAX and close to a variety of shopping, cultural and entertainment facilities. Residents enjoy a unique civic pride in their community, and support the schools wholeheartedly.

The Board of Trustees encourages a participatory approach to the management of the District, maintaining open communication with teachers, administration, and the community.

The District serves the entire community of Manhattan Beach, an area of approximately three square miles. District-wide student enrollment is 6,840 ADA. The MBUSD maintains a preschool program, five K-5 elementary schools, one 6-8 middle school and one 9-12 comprehensive high school. MBUSD ranks third out of all unified school districts in the state with a 2010 API growth of 926. Elementary API scores range from 937 to 965. Manhattan Beach Middle School's API score is 941. Mira Costa ranks in the top 1.3 % of public high schools in California with a 2010 API score of 898.

Forbes Magazine ranked MBUSD as the # 6 District in the nation. Our schools have received California Distinguished School honors, a California Service Leader School distinction and recognition for a public-private partnership to raise environmental awareness and sustainability. In addition, our schools have been recognized for their performing arts and athletic programs.

The Manhattan Beach Education Foundation and PTA's support programs and services such as libraries, science specialists, reading specialists, music, computer specialists, health assistants, lower class sizes, technology, and classroom supplies totaling in excess of \$5.5 million annually.

Responsibilities of the Principal

The Principal is responsible for providing overall leadership, planning, coordination and supervision of the following areas:

- Instructional programs and student activities
- State framework, standards and district curriculum
- Administrative, certificated and classified staff
- Employee performance
- Staff development and training
- Master schedule
- Pupil services including guidance and counseling
- Business operations including budget, facilities, equipment, and supplies
- Health, safety, discipline and attendance of students
- Community relations through parent groups and other community organizations

Qualifications

- Credential: Valid and appropriate administrative credential
- Education: Masters Degree and advanced training in curriculum, state framework, instructional methodologies, assessment, clinical supervision, and elementary school administration
- Professional Experience: Elementary or middle school administration experience preferred but not required
- Personal Skills: Effectively communicate orally and in writing with staff, students, community and employee organizations. Sensitivity, integrity and ability to build consensus and commitment for educational improvement

Salary and Benefits

Annually: \$91,908 - \$103,443
Work Year: 207 Days
Doctorate: \$1,000
Medical, dental, vision, LTD and Life insurance.

Application Procedure

Please submit the following documentation:

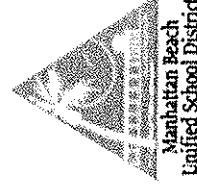
- District Application for Principal
- Resume
- Cover Letter addressed to Kathy Hall, Director of Human Resources
- California Administrative Services Credential or out-of-state equivalent.
- Four Recent Letters of Professional Recommendation
- Transcripts (unofficial acceptable)

Contact

Kathy Hall, Director of Human Resources
Manhattan Beach Unified
School District
325 S. Peck Avenue
Manhattan Beach, CA 90266
Tel: 310-318-7345 ext. 5951
FAX: 310-303-3824
email: khall@mbusd.org

Applicants are encouraged to become familiar with Manhattan Beach Unified School District by reviewing information on the district's website:

www.mbusd.org



Selection Procedure

Application Deadline: May 20, 2011
Interviews: June 3, 2011
Effective: July 1, 2011