

Whittier

Union High School District



Two High School Principals Whittier and California High Schools

10,000 District ADA

**Salary: \$211,606 - \$233,943 Annually
plus \$4,238 for Doctorate**

Whittier Union High School District is seeking a high school principal who is dynamic, collaborative, and culturally-responsive. Under the direct supervision of the Superintendent, the Principal is directly responsible for instructional leadership, academic program success, and the school's administration, management, and operation. Candidates must have successful teaching and leadership experience at the high school level (grades 9-12), possess excellent verbal and written communication skills, and demonstrate strong relational capacity, empathy, and humility. Whittier Union principals embrace the concepts of servant leadership, innovation, diversity, equity, and inclusion. Experience working with an ethnically diverse population of families is essential.

Work Year: 246 Days – includes 30 vacation days

Benefits: Excellent comprehensive benefits package for employee and family

Application Deadline: May 17, 2024 4:00 p.m.

Start Date: July 1, 2024

Apply online at www.Edjoin.org
For more information contact Jenniffer Borje, Administrative Assistant
(562) 698-8121 Ext. 1031

The Whittier Union High School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services, and activities shall be free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct, or bullying of any individual based on actual or perceived race or ethnicity, ethnic group identification, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions, (cancer-related and genetic characteristics), religion, color, national origin, ancestry, immigration status, physical or mental disability, military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance.

Whittier Union High School District

Whittier, California

Office of Personnel Services

HIGH SCHOOL PRINCIPAL

DESCRIPTION:

Under the direct supervision of the Superintendent, the Principal is directly responsible for instructional leadership, academic program success, and the school's administration, management, and operation. Must have knowledge of the high school curriculum, master scheduling, and possess excellent verbal and written communication and interpersonal skills. The Principal embraces the concept of servant leadership, diversity, equity, and inclusion and leads with empathy and humility. Experience working with an ethnically diverse population of families. Applicants must be committed to leading a collaborative school-based management setting.

EMPLOYMENT STANDARDS:

Educational Requirements:

A minimum of a Master's Degree from an accredited institution of higher learning and extensive graduate-level coursework in school administration, with an emphasis on secondary school administration and curriculum development, are required.

Credential Requirements:

Credential authorizing service in school administration for California public schools.

Experience:

Proven record of successful certificated and administrative experience at the secondary level, with increasing levels of responsibility. At least three years of administrative experience at the secondary school level, grades 9-12 required. Must have a thorough understanding of high school educational concepts and teaching and learning strategies for high school students. Understanding and/or involvement with fiscal and budget planning experience is desirable.

SALARY & WORK CALENDAR:

Salary Range: Administrator Salary Schedule (1), Range 5

Work Calendar: 12-month position, 246 workdays -includes 30 vacation days

ESSENTIAL FUNCTIONS:

1. Student-centered instructional leader.
2. Establishes and maintains a collaborative, positive, nurturing, and inclusive environment for staff, students, parents, and the community.
3. Collaboratively develops and supports professional learning communities and the Pyramid of Interventions.
4. Plans, directs, and evaluates the instructional program focused on the goal of improving student achievement. Responsible for assisting with the implementation and evaluation of the Local Control and Accountability Plan (LCAP).

Whittier Union High School District

Whittier, California

HIGH SCHOOL PRINCIPAL

ESSENTIAL FUNCTIONS CONT:

5. Provides leadership and supervision for the successful implementation of athletics, visual and performing arts, clubs, activities, and co-curricular programs.
6. Participates in and makes recommendations regarding the selection and assignment of school personnel: trains, supervises, and evaluates personnel.
7. Provides leadership for the development, implementation, and monitoring of school resources, including site-level general and categorical budgets with a lens toward equity.
8. Assumes responsibility for a safe and secure campus and maintains high standards for student conduct.
9. Assumes responsibility for general supervision and discipline of students, including implementing systems of support and restorative practices.
10. Expands opportunities to engage families and communities, including partner elementary schools to support student learning.
11. Ensures proper maintenance, operation, and safety of the school facility.
12. Monitors the instructional and intervention programs for students with special needs, English learners, and students who are identified as foster-homeless and/or socio-economically disadvantaged.
13. Leads and collaborates with teachers and staff to ensure the successful inclusion of students with special needs in the least restrictive environment to meet their academic and social-emotional needs.
14. Participates in the ongoing development and evaluation of the District's instructional program.
15. Interprets school and District programs, policies, and procedures to students, staff, parents, and community.
16. Supervise the coordination of local and state testing and accountability programs.
17. Participates in the development of District policies as a member of the Superintendent's Council.
18. Facilitate the implementation of the district's policies and procedures related to Title IX, sex discrimination, and sexual harassment, and ensure that they are applied consistently across the school.
19. Performs other related duties as assigned.

KNOWLEDGE, ABILITIES, AND PERSONAL CHARACTERISTICS:

1. Continually monitor school programs, activities, and services (including, but not limited to, College Preparatory, Advanced Placement, Special Education, English Language Development, Career and Technical Education courses, Alternative Learning Experiences, extra-curricular activities, etc.) to ensure that all students are given an equal opportunity to participate without discrimination based on sex.
2. Ability to observe and evaluate student activities.
3. Ability to cope with multiple tasks.
4. Ability to drive to sites and district facilities for meetings and events.
5. Knowledge of, and ability to use, computer-based programs.
6. Ability to communicate effectively by providing clear, concise instruction using academic language.
7. Ability to listen without bias and provide appropriate feedback.
8. Knowledge of methods for effective collaboration and the ability to work collaboratively with all stakeholders.
9. Ability to work effectively with all racial, ethnic, linguistic, economic, and disability groups.
10. Demonstrate understanding, patience, and approachability toward students, parents, and colleagues.
11. Ability to demonstrate proficiency in written and oral English.
12. Excellent interpersonal, oral, and written communication and problem-solving skills.
13. Oral and written proficiency in a second language is preferred.

This job description is not a complete statement of essential functions and responsibilities. The Whittier Union High School District retains the discretion to add or change typical duties of a position at any time.

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