

SELECTION PROCEDURE

All applications will be screened by a respected group of educational leaders who will evaluate the qualifications of each applicant based upon the criteria outlined in this brochure. Those candidates that best meet the qualifications and criteria will be invited to interview. Members of the district may choose to visit the school district and community of the top candidate/s.

APPLICATION

You may apply online at EDJOIN.ORG or mail packet directly to:

Pacific Grove Unified School District
555 Sinex Avenue
Pacific Grove, CA 93950
(831) 646-6507 • FAX (831) 646-6582
Email: Bmankey@pgusd.org

The district administration application form is available in the personnel section of our website at: www.pgusd.org

All application packets must include:

- District Application Form
- Cover Letter
- Résumé
- Three Letters of Recommendation
- Copies of credentials and transcripts

SALARY

The Pacific Grove Unified School District Board of Trustees will offer a competitive salary to the successful candidate, based on that individual's experience and qualifications within the range of \$99,628-\$118,005. The calendar year is 210 days. A benefit package is available including family medical, dental, and vision insurance; paid ACSA dues, and life insurance.

*Pacific Grove Unified School
District*

Board of Trustees

Mike Niccum, President

Beth Shammas, Clerk

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Bill Phillips, Member

Tony Sollecito, Member

Chip Hall, Student Rep.



Ralph G. Porras
Superintendent of Schools

An Equal Opportunity/Affirmative Action Employer

ANNOUNCEMENT FOR THE POSITION OF

HIGH SCHOOL



*ASSISTANT
PRINCIPAL*

PACIFIC GROVE
UNIFIED SCHOOL DISTRICT

PACIFIC GROVE, CALIFORNIA
MONTEREY COUNTY

APPLICATION DEADLINE

April 11, 2008

THE POSITION

The Board of Trustees of the Pacific Grove Unified School District invites candidates to apply for the position of High School Assistant Principal. The Board is seeking an Assistant Principal with strong interpersonal and leadership skills who supports shared decision-making, possesses strong secondary curriculum skills, builds trust among staff and students, and is actively involved with the community. The District's five-member board is committed to supporting and strengthening a positive relationship for Pacific Grove High School. The desired candidate will be an excellent communicator, a person with high integrity who will provide leadership with vision, and in partnership with the High School Principal, will continue to strengthen the programs of the Pacific Grove High School.

THE DISTRICT

The Pacific Grove Unified School District is composed of one high school, one continuation high school, one adult school, two elementary schools, one middle school, one and the current enrollment is approximately 1,700.

THE COMMUNITY

Pacific Grove is a beautiful community in which to live. Located on California's Central Coast, Pacific Grove lies between Pebble Beach and the City of Monterey, 121 miles south of San Francisco, and 334 miles north of Los Angeles. The community is residential and is mainly supported by tourism and local services. Pacific Grove has numerous professional offices and a regional community hospital. The home-town atmosphere, combined with close proximity to the cultural opportunities of Monterey and California State Monterey Bay, make Pacific Grove an especially attractive small town.

SELECTION CRITERIA

The following qualifications and characteristics are the standards that will be used in the evaluation of candidates' application materials and in the selection of the High School Assistant Principal

Professional Experience and Preparation

- *Administrative Credential required*
- *Experience as a classroom teacher*
- *Experience as a site administrator*
- *Experience as an Assistant High School Principal preferred*
- *Knowledge of school site budgets*
- *Knowledge of secondary school curriculum and programs*

Personal Characteristics

- Highly personable with an open and inclusive management style
- Values high academic achievement and models lifelong learning
- Is an advocate for all students
- Exhibits personal integrity and trust
- Values and recognizes the contributions of all employees, is visible and approachable
- Encourages divergent opinions and is a good listener; easily accessible to all
- Values the spirit of community and demonstrates this value through community engagement

Professional Skills and Abilities

- Well versed in California state laws and codes related to education
- Proven experience and expertise in the area of school finance and budget; is able to clearly articulate the budget in an understandable manner
- Empowers and motivates employees to do superior work; builds a climate of mutual respect and teamwork
- Committed to improving curriculum and student achievement and is a curriculum leader
- Ability to promote adherence to all rules of the High School and use positive discipline as appropriate
- Assures that High School programs and successes are communicated to the public
- Possesses and demonstrates a sense of humor
- Experience in School Administration
- Experience in Secondary Curriculum