

**Mountain Elementary School District
Superintendent/Principal
Job Description/Essential Elements**

MESD Mission Statement: It is the shared responsibility of the entire Mountain Elementary School community to provide all students with a high-quality education by creating a rich, safe, joyful and diverse learning environment.

We celebrate individual uniqueness and challenge all to reach their highest potential. Our community is based on mutual respect and inspires a life-long love of learning.

We provide opportunities for all students to expand their creative abilities and attain maximum academic growth in accordance with their individual needs and interests. We empower students by encouraging them to take responsibility for their own learning. We pursue a developmental approach to learning whereby students are given the opportunity and resources to be challenged and to progress at their own pace in a variety of learning methods.

We believe that excellence in education depends upon a quality instructional program provided by teachers and administration and supported by parents. We use our collective resources to create an effective, challenging and stimulating learning climate of academic excellence.

We believe:

- a physically and emotionally supportive atmosphere is essential to a quality learning environment.
- each child should develop academic, social, physical and emotional growth to their highest potential.
- diversity is a valued resource necessary to develop tolerance, respect and greater understanding.
- a key to a quality education is the regular monitoring of student progress, utilizing our identified grade level assessments.

MESD District and Superintendent/Principal Description: Mountain Elementary School District, located by Soquel Creek at the edge of in the redwoods 3 miles north of Soquel Village and nearby Capitola-By-The-Sea. Mountain School is a small, single school district serving students approximately 150 in Kindergarten through Sixth Grade. All students are provided challenging academic opportunities that are enhanced by the integration of music, visual and performing arts, physical education and community building into the program.

Mountain School is a welcoming community with a connected family-friendly culture and a beautiful 6 acres of learning and play space. The ideal Superintendent/Principal candidate has experience in fostering a healthy school climate, extending the academic and community connection beyond the campus boundaries to foster inclusion and belonging for all students and staff. She/he is dedicated to maintain accessibility for and positive relations with all employees and community stakeholders. In a small school district community, it is imperative that the leader develops and sustains positive school and community relations and high morale, serving as a trusted liaison between the school and community.

The Superintendent/Principal is the Chief Administrative Officer of the District, overseeing all aspects of school operations including but not limited to: Policy and Administration, Personnel, Curriculum and Instruction, Student Services, Budget and Finance, Labor Relations, Special Education, Safety and Facilities Management.

The Superintendent/Principal is directly responsible to the Governing Board, serves as Secretary of the Board, and supervises all district operations in accordance with Board policies. The MESD Board of Trustees requires a Superintendent/Principal who possesses experience and a proven track record of success in these domains and has the ability to execute school operations in the framework of the district mission.

MESD Superintendent/Principal Employment Qualifications:

Education and Experience

- Valid California Administrative Credential authorizing service in K-6 district setting.
- Minimum of 5 years Administrative experience.
- Minimum of 5 years Classroom teaching experience.

Superintendent/Principal Job Responsibilities: The Superintendent/Principal is responsible for the execution of these powers and duties and will establish administrative regulations as needed.

Essential Duties related to the Board include:

1. Advises the Board on the need for new and/or revised policies and makes policy recommendations based on data and input from staff and advisory committees.
2. Submits to the Board recommendations relative to all matters requiring Board action, together with the materials needed for informed decisions.
3. Reports periodically on all district operations.
4. Conducts special studies requested by the Board.
5. Secures legal guidance when needed.
6. Provides advice and leadership to the Board as the District lead negotiator during the certificated collective bargaining process and unrepresented employees. She/he serves as liaison to the Board with respect to all matters of employer-employee relations and makes recommendations to the Board concerning those matters.
7. As Secretary to the Board, prepares the agenda and minutes of Board meetings, handles Board correspondence, and maintains all Board records, contracts, securities and other documents.

Essential Duties related to the Staff include:

8. Coordinate and skillfully supervise the work of all school personnel.
9. Directs the employment and assignment of staff and oversees their performance.
10. Selects and recommends to the Board the best qualified and most competent candidates for employment, in accordance with nondiscrimination policy and affirmative action plans.
11. Advises the Board regarding the leave, classification, retirement, resignation, promotion, suspension or dismissal of district employees.
12. Assigns personnel within the district in accordance with Board policy and the collective bargaining agreement.
13. Conducts the evaluation of staff members and identifies appropriate opportunities for continued growth and professional development.
14. Maintains appropriate channels of communication within the district and ensures that staff is informed about relevant federal, state, and county laws, district policies, regulations and procedures, and matters related to the improvement and welfare of the school.

Essential Duties related to the Students and Instructional Program

15. Oversees District Enrollment Projects, Interdistrict Transfer Agreement policies/protocols, and enforces compulsory attendance laws.
16. Continuously assesses the instructional program and provides the Board with regular evaluations of district programs and student progress.
17. In collaboration with certificated staff, evaluates school curriculum and makes recommendations to the Board regarding content area frameworks and curriculum adoptions.
18. Apprises the Board of contemporary educational practices and related legislative issues which he/she discovers by reading, attending professional conferences, and visiting other school systems.

19. Oversees of the District Special Education and Section 504 services, placements and programs.
20. Under appropriate conditions and in accordance with Education Code, recommends student suspension or expulsion to the Board.

Essential Duties related to Noninstructional Operations:

21. Seeks and identifies sources of unrestricted, restricted and grant funding at the Federal, State, and local levels.
22. Develops the MYP Annual Budget and submits to the Board periodic financial and budgetary reports which identify the district fiscal solvency and ongoing obligations.
23. Annually prepares and submits to the Board the district budget for the upcoming year; revises this budget or takes other related action as the Board designates.
24. Approves all expenditures in accordance with Board policy and within Board-approved appropriation limits.
25. Makes recommendations to the Board regarding the maintenance, safety, improvement and/or expansion of school facilities and equipment, including ongoing oversight of technology planning.
26. Develops instructions and regulations governing the use and care of school property for school purposes. This includes maintaining long range facility planning and the comprehensive school safety plan and safety training protocols for all employees.
27. Maintains an open and inclusive process in developing the Local Control Accountability Plan and all other key district plans, posting them on the District Website for easy access.

Essential Duties Related to the Community:

28. Represents and advocates for the Board in relationships with city, county and state governments, private agencies, and the school community.
29. Sees that the community is informed about school matters through the school accountability report card, practicing accessible and timely communication in multiple formats and venues.
30. Represents the District in Joint Powers Authority Boards and community organizations.
31. Responds to complaints regarding school district practices, personnel, and/or facilities promptly in accordance with District policy and Education Code, resolving disputes in a clear and consistent manner.
32. Continues to grow and expand effective practices as an educational leadership, sharing innovative programs and practices with the community at-large.
33. Collaborates with neighboring district and County Office of Education leadership to the benefit of all families in Santa Cruz County.
34. Maintains a positive, collaborative, responsive line of communication with the Mountain School Parents Association.
35. Conducts annual surveys of the staff and parent communities to ensure their feedback and perspectives are given due respect and consideration in district planning.