

# MESA

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## PUBLIC SCHOOLS

### **PLEASE POST**

Equal employment opportunities are guaranteed regardless of national origin, race, creed, marital status, age, sex, color or handicap/disability.

### **HUMAN RESOURCES DEPARTMENT**

63 East Main Street #101  
Mesa, Arizona 85201-0724  
(480) 472-7200

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### **JUNIOR HIGH ASSISTANT PRINCIPAL**

Mesa Public Schools is Arizona's largest school district, serving approximately 74,000 students in kindergarten through 12th grade who come from various ethnic groups. We're located just east of Phoenix, in a diverse residential community that's supportive of education. Our students consistently score above the state and national averages on standardized tests and make us proud of their accomplishments in academics, the arts, career and technical education and athletics. Mesa Public Schools has the most excelling schools in the state, the highest rating given by the Arizona Department of Education.

Applications are being accepted for the position of Junior High Assistant Principal with the Mesa Unified School District. The Junior High Assistant Principal reports directly to the Junior High Principal. The starting date is approximately **July 1, 2008**. The beginning salary for this 12-month position is approximately \$67,000 - \$89,000, dependent upon preparation and like experience.

### **RESPONSIBILITIES AND DUTIES:**

1. Direct and supervise student activities and athletic programs.
2. Advise and supervise student council.
3. Assist the principal in the general administration of the school and assume the role and responsibility for the principal in his/her absence.
4. Assist in the development and implementation of the instructional program, helping to provide leadership for implementation of Arizona academic standards addressed in the District's curriculum.
5. Assist in maintaining student discipline.
6. Administer school rules regarding attendance.
7. Assist in the evaluations of classified and certificated staff.
8. Assist in the selection of school personnel.
9. Coordinate the master calendar for student activities, athletic events, and facility usage.
10. Provide for the health and safety of students and staff.
11. Coordinate student funds.
12. Perform other duties as assigned.

## **QUALIFICATIONS:**

1. State of Arizona administrative certification. **Applicants must have on file in the Human Resources Department a copy of the appropriate valid certificate or evidence of eligibility to be appropriately certificated by the Arizona Department of Education.**
2. A minimum of three years of successful teaching experience.
3. Specific administrative experience through internship and/or previous employment.
4. Professional growth evidenced in program completion in educational administration.
5. Emphasis will be given to evidence about the applicant which indicates:
  - a. Knowledge of Arizona academic standards and ability to interpret test data to improve instruction and achievement.
  - b. Effective professional relationships with students, teachers, administrators, parents and the community.
  - c. Educational leadership in the profession through membership and participation in the community and in the professional organizations as well as activities with students, teachers, community and individual projects.
  - d. Strong organizational ability in all aspects of educational programs.
  - e. Skill in effective decision making.
  - f. Ability to communicate effectively with faculty and student body.
  - g. Forward-looking in educational views and evidence of a willingness to accept change.
  - h. Demonstrated competence in planning and developing educational facilities.

## **APPLICATIONS:**

Candidates who currently are not employed by the District must complete an administrative application and must have a letter of interest, a current placement file or three letters of recommendation, and transcript of all credits sent to Human Resources. Current employees of the District must submit a letter indicating interest, three letters of recommendation, and must complete an administrative application. All candidates who have a current application on file need only submit a letter of interest for this specific position. Submit applications to:

Dr. Janice L. Ramirez, Assistant Superintendent  
Mesa Unified School District  
63 East Main Street #101  
Mesa AZ 85201-0724

**APPLICATION AND RELATED MATERIALS FOR THE ABOVE POSITION(S) MUST  
BE SUBMITTED ON OR BEFORE MARCH 7, 2008**

**Applications and nominations may be accepted until the position is filled.**