

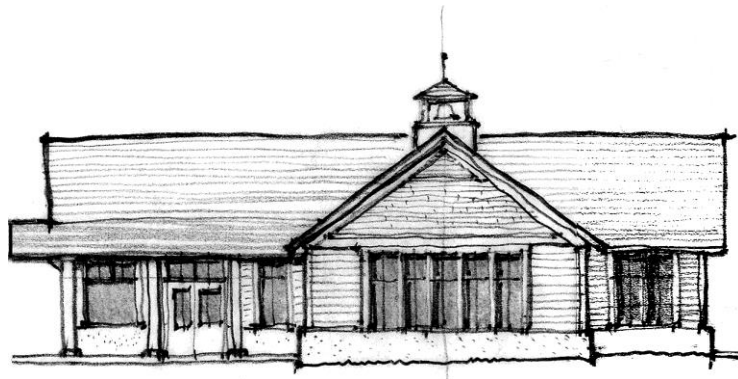
Woodside Elementary School District

APPLICATION INFORMATION FOR THE POSITION OF

Woodside School Middle School Principal

6-8 Grades

Application Deadline
Monday, March 30, 2020



Woodside School District
3195 Woodside Road, Woodside, CA 94062
San Mateo County
650-851-1571
www.woodsideschool.us

WOODSIDE ELEMENTARY SCHOOL DISTRICT

Mission

Through active collaboration with teachers, parents and the vibrant local community, Woodside School provides a well-rounded preschool through 8th grade education that prepares its students to be curious, enthusiastic and self-motivated learners as a foundation for future academic and life success.

Vision

The vision of the Woodside School is to be widely recognized as a model public school and center of educational excellence that enables each student to achieve his or her full potential as an engaged global citizen of the 21st Century.

Values

Consistent with Woodside's cohesive, small-town character, educating and nurturing students is our community's contribution to the future. Collectively, we:

- Pursue academic excellence
- Encourage each child to achieve his or her full potential
- Respect the individual talent, needs and learning styles of each child
- Value experiential learning, the arts, music, physical education and world language(s) as vital elements of our core curriculum
- Attract, support and inspire highly motivated, talented and creative teachers
- Foster communication and collaboration among teachers, parents, administrators and the School Board
- Encourage innovation, intellectual risk taking and a life-long love of learning
- Celebrate the imagination, humor and compassion inherent in all children
- Treasure the sense of community that our school and campus provides
- Seek constant improvement of our school and its programs
- Encourage compassion for others through community and global service and outreach

Defining Student Success

Through implementation of this plan, the school aims to graduate students who are:

- Creative, collaborative, problem solving, critical thinkers
- Good communicators with strong reasoning, research and personal relationship skills
- Able to lead and contribute to their communities – locally and globally
- Well-balanced – academically, socially, emotionally, physically
- Confident, happy, healthy individuals

Qualifications

The Woodside School District invites individuals with a high degree of effective leadership and management ability to apply for the position of Middle School Principal of Woodside School.

The District is seeking an individual who is a highly skilled and innovative instructional leader, who can lead and support an outstanding teaching staff, and who has the knowledge, experience and passion for working with elementary students. S/he needs to understand the value of building trust, relationships, and knowledge of the school and community. Candidates must hold or qualify for a California Administrative Credential. A Master's Degree is required.

Criteria

The following criteria may be used to evaluate and select candidates who will be recommended for an interview:

Professional Expectations

- Provide leadership in the creation, implementation, evaluation and supervision of district curriculum and instruction.
- Provide leadership on district committees and in district goals and initiatives.
- Serve as a mentor to the entire staff. Provide professional development opportunities as needed to encourage continuing growth and capacity.
- Confer with teachers, students, parents, and district personnel to promote positive expectations for achievement and behavior
- Committed to the selection, development and evaluation of an outstanding teaching staff
- Monitor and manage the completion of student recommendations for high school applications
- Maintains a highly visible presence on the campus and with the community - is present at campus activities

- Has skills to implement and belief in consensus building, site based management and shared decision making
- Understands the change process, respecting Woodside's strengths, programs, culture and traditions, and enlists all stakeholders in meeting the challenges confronting education in the twenty-first century
- Utilizes data and research to identify and implement best practices for instruction. Ensure that student data systems are used effectively.
- Sets high academic expectations and ensures that the instructional program provides challenges for all students
- Possesses outstanding communication skills, written and verbal, and is an excellent listener, respecting and welcoming a variety of opinions
- Possesses strong management skills. Observe, evaluate, and counsel staff members regarding their performance.
- Guided by a focus on students in all aspects of decision making and resource allocation
- Stay informed and current regarding best practices in curriculum, leadership, and the effective use and integration of technology
- Direct and work closely with designated team and TK-5 Principal to create master schedule for the school
- Participate in educational program planning and administration for students with disabilities. Work collaboratively with staff to ensure the effective implementation of all IEP and 504 plans.
- Able to be a creative and innovative problem solver

Personal Qualities

- Has a sense of humor
- Is a confident leader and dedicated educator
- Maintains a positive attitude and is personable
- Demonstrates honesty and integrity
- Is an inspiring role model for students

- Is approachable - a people person
- Respects others
- Likes, values and dedicated to the school community
- Welcomes the opportunity to work with a highly involved and committed parent community

Salary and Contract Terms

The 2020-21 compensation and fringe benefits will be competitive.
The salary range (2019-20 salary schedule) is \$136,639 - \$156,955 depending on experience.

The effective start date for this position will be August 1, 2020.

Application Requirements

In order to be considered, the candidate must provide:

- ✓ A letter of application outlining qualifications for this position
- ✓ A current resume
- ✓ Transcripts
- ✓ Credentials
- ✓ Completed essay questions – topics are listed on the final page of this document.
- ✓ Three to five letters of recommendation.
- ✓ Three to five references including day and evening telephone numbers and email addresses.

All materials received will be acknowledged and treated confidentially.

Application materials shall be sent to:

Cathy Stienstra
Executive Assistant to the Superintendent
Woodside Elementary School District
3195 Woodside Road, Woodside, CA 94062
cstienstra@woodsideschool.us – 650-851-1571 x4004

Deadline

The letter of application and other required materials must be received no later than 4:00 p.m. on Monday, March 30, 2020.

Essay Questions

Please limit your responses to a half page each

1. If you had the opportunity to wipe the slate clean, and re-invent the school day, what would your revamped school day look like?
2. For a school with the profile of Woodside Elementary, how would you identify, create, implement and evaluate an effective staff development plan for an entire school year?
3. Out of all of the principal positions currently available, why are you applying for the Woodside position?