

CULVER CITY UNIFIED SCHOOL DISTRICT  
4034 Irving Place  
Culver City, California

CERTIFICATED PERSONNEL

ELEMENTARY

- 1 - 5th Grade
- 1 - 6th Grade
- 2 - Educationally Handicapped (see attachment #1)

JUNIOR HIGH

- 1 - Boys' P.E.  
(7th and 8th grade)
- 1 - Industrial Arts  
(3 periods 7th grade metal; 2 periods industrial drawing)
- 1 - English  
(5 periods 8th grade English -- First semester only)
- 1 - English/German  
(3 periods 7th grade English; 1 period 9th grade Study Skills;  
1 period German 1,2)

HIGH SCHOOL

None

ADMINISTRATION

- 1 - High School Principal and Director of Secondary Schools  
(see attachment #2)

PLEASE REFER ALL COMMUNICATIONS TO:

Office of Certificated Personnel  
Culver City Unified School District  
4034 Irving Place  
Culver City, California

WTB:lac  
7-20-65

TEACHER OF EDUCATIONALLY HANDICAPPED PUPILS

WHO MAY APPLY

Any person who currently possesses a regular Standard Elementary Teaching Credential.

REQUIREMENTS

Four years teaching experience.

Prefer experience with educationally handicapped.

Satisfactory completion of courses in "Learning Disorders of Children," "The Education of Emotionally Handicapped Children," "The Education of Neurologically Handicapped Children," or others dealing with the education and guidance of children with learning difficulties.

ASSIGNMENT

Teach class of eleven elementary pupils identified as "educationally handicapped."

FILING DATE

Filing Date Deadline: August 2, 1965

SALARY

Placement on Certificated Base Salary Schedule

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Vacancy Notice:

HIGH SCHOOL PRINCIPAL AND DIRECTOR OF SECONDARY SCHOOLS

REQUIREMENTS:

Candidates for the position of High School Principal and Director of Secondary Schools shall not be less than twenty-five (25) years of age. They shall be graduates of recognized institutions of higher learning with a Master's Degree in the field of education, including not less than twenty (20) semester hours of college or university credit, of which not less than twelve (12) shall be in the field of education served by grades 7-12. All other things being equal, preference will be given to those holding earned doctorates. Candidates shall have had not less than four (4) years of teaching experience in the public schools and shall hold a valid credential for teaching and supervising secondary schools from grades 7-12.

FILING DATE DEADLINE:

Letters of application must be filed in the Office of Certificated Personnel no later than Tuesday noon, August 3, 1965.

SALARY:

12-month assignment at a salary beginning at not less than \$14868 per annum; maximum attainable \$17604 per annum. Paid vacation shall be accrued at the rate of two (2) days for each calendar month served during each fiscal year.

EFFECTIVE DATE OF SERVICE:

September 1, 1965.

JOB DESCRIPTION:

The High School Principal and Director of Secondary Schools shall, in cooperation with the Assistant Superintendent for Educational Services and the Coordinator of Secondary Education, develop and maintain an outstanding program of secondary education; one which will maximize learning for students, foster high faculty morale; build good relations between the schools and lay persons; and one which will utilize shared thinking on problems of common concern to school personnel and laymen.

JOB DESCRIPTION (continued):

The High School Principal and Director of Secondary Schools shall be the administration head of the high school and shall coordinate the efforts of the principal of the junior high school and principal of the adult school.

The High School Principal and Director of Secondary Schools shall exhibit evidence of scholarly attainment in his appearance; in his speaking and professional writing.

The High School Principal and Director of Secondary Schools shall provide the Superintendent, Assistant Superintendents, Directors and Coordinators with all needed information relative to their respective schools and/or their offices.

ADMINISTRATIVE DUTIES:

The High School Principal and Director of Secondary Schools shall:

Organize and administer the school compatibly within the approved policies of the Board of Education and the procedural directives of the Superintendent;

Recognize that the leadership of the instructional program within the school and of those concerned with the instructional program is of first priority among his duties;

Contribute to the formulation and continuous evaluation of school policies; working cooperatively with the Superintendent, the Assistant Superintendents, Directors, Coordinators, Principals, Teachers and other school personnel;

Cooperate with the Assistant Superintendent for Educational Services, the Director of Personnel and the Coordinators in evaluations and recommendations involving transfer, assignment, promotion or dismissal of personnel;

Accept responsibility within the secondary schools for all phases of pupil personnel administration;

Counsel with teachers on matters which pertain to the teacher's daily work; to the teacher's efficiency as a member of the faculty group and to the teacher's plans for continuous professional growth;

Organize and administer a plan which enables teachers to make maximum use of all instructional materials available to teachers and pupils within the Culver City schools;

ADMINISTRATIVE DUTIES (continued):

Plan and administer the use of all school facilities and provide for the supervision of those pupils using these facilities so that a maximum and on-going contribution is made to the well-being, growth, development and educational achievement of pupils;

Accept responsibility for accurate accounting of all money handled in connection with the school program;

Accept responsibility for all transactions between the secondary schools and the business office.

PUBLIC RELATIONS responsibilities:

The High School Principal and Director of Secondary Schools shall:

Be responsible for the provision of publicity releases and interpretative statements which portray commendable activities and achievement of stated goals and result in a better informed parent and community constituency. The completion of all significant activities by staff and/or students shall be released promptly through appropriate channels;

Carry on all phases of school organization and of pupil administration so as to build and maintain a favorable attitude toward the school on the part of pupils, patrons, and the profession generally.

SUPERVISION responsibilities:

Supervision of the instructional program which entails those activities necessary to evaluate and plan for the implementation of procedures that will consistently promote high quality instruction and achievement.

The High School Principal and Director of Secondary Schools shall:

Supervise, in cooperation with the Superintendent, Assistant Superintendents, Directors and Coordinators, all personnel and work of all personnel assigned to the secondary schools;

Coordinate the services of the faculty and all other personnel operating within the secondary schools in the interest of prestige instruction and superior accomplishment;

SUPERVISION responsibilities (continued):

Plan and administer in-service education activities for the faculties of the secondary schools and cooperate with the Assistant Superintendent for Educational Services in those activities involving teachers from more than one school;

In cooperation with the Assistant Superintendent for Educational Services and the Coordinator of Secondary Education, provide leadership to creative and innovative program; devise, structure and carry on educational research;

In cooperation with the Assistant Superintendent for Educational Services, Directors and Coordinators, participate in the preparation of courses of study, curriculum guides and resource units and be responsible for assisting secondary teachers in making effective use of these materials;

In cooperation with the Assistant Superintendent for Educational Services, Directors and Coordinators, assist in administering the testing program in the secondary schools;

In cooperation with the Assistant Superintendent for Business Services and the Director of Maintenance and Operations, supervise the activities of custodial personnel assigned to the secondary buildings;

In cooperation with the Assistant Superintendent for Business Services and the Director of Maintenance and Operations, be responsible for the proper operation and maintenance of the secondary buildings;

In cooperation with the Assistant Superintendent for Business Services and the Director of Maintenance and Operations, accept responsibility for the care and cleanliness of the secondary school buildings, premises, equipment and materials.

SCREENING PROCEDURES

Applications will be received from within and from outside the district.

The screening of applicants for the position of High School Principal and Director of Secondary Schools shall be conducted as follows:

Screening composed of: (see page 5)

Screening Committee:

One member of the Board of Education  
The Superintendent or his designated representative  
as chairman  
Assistant Superintendent for Educational Services  
Director of Personnel  
One administrator of equal rank  
One other administrator to be appointed by the  
Superintendent

After appropriate solicitation, interview and conference, the Superintendent shall submit credentials and qualifications of the recommended candidate for the position to the Board of Education.

All unsuccessful candidates will be notified immediately.