



# NOTICE OF VACANCY

## Orcutt Union School District

500 Dyer Street  
Orcutt, CA 93455  
(805) 938-8900

March 13, 2024

**POSITION:** **ELEMENTARY VICE PRINCIPAL**

**EFFECTIVE DATE:** 2024-25 School Year

**SALARY:** \$116,101 - \$137,892 (based on experience)  
Generous contribution towards Family Health and Welfare Benefits  
Cell Phone and Mileage Allowance  
Additional \$1,000 for doctorate

**WORK YEAR:** 200 Days

**PROFESSIONAL EXPERIENCE REQUIRED:**

Six (6) years of successful experience as a classroom teacher

**PROFESSIONAL PREPARATION:**

Hold a valid California Credential authorizing school administration.

**PERSONAL QUALITIES:**

Ability to work harmoniously and effectively with the public and all segments of the staff.

Must understand and be able to demonstrate the use of good written and oral communication.

**APPLICATION PROCEDURE:**

Applicants must apply on EdJoin.org: Please include:

- Letter of Interest, **addressed to: Susan Salucci, Assistant Superintendent, Human Resources**
- Current Resume
- Three (3) Current Letters of Recommendation
- Three (3) Personal References with Cell Phone Numbers (different than the letter of recommendation)
- Copies of current credential(s)
- **Inside candidates need only submit a letter of interest**

**SCHEDULE OF SELECTION:**

**APPLICATIONS CLOSE:**

Open Until Filled

**WRITTEN EXERCISE & ORAL INTERVIEWS:**

TBD

**NOTE:** *It is the responsibility of the applicant to assure that the letter of application, personal resume, and letters of recommendation are received by Certificated Personnel. Only those candidates whose application files are complete will be considered.*

**WHERE KIDS COME FIRST**

"The Orcutt Union School District does not discriminate on the basis of sex, sexual orientation, race, religion, or disability in the educational programs or activities which it operates."

**\*\* AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER \*\***

# **ORCUTT UNION SCHOOL DISTRICT**

## **ASSISTANT PRINCIPAL**

### **POSITION DESCRIPTION:**

Under the direction of the Principal, assists with the planning, organization, and administration of the school and the educational program. Responsibilities such as curriculum development, instructional program leadership, scheduling, guidance, child welfare and attendance, supervision, community relations, student activities, and/or in-service training may be assigned. The Assistant Principal assists the Principal in organizing and administering a school program which provides an atmosphere conducive to the total development of students and maintains a positive public image of the school within the community.

### **REPRESENTATIVE DUTIES:**

Assists the Principal in determining policy regarding the internal administration of the school. (E)

Assists the Principal with the overall maintenance and operation of the school plant. (E)

Assists the Principal with resolving all problems related to classroom or school discipline situations and establishing standards of conduct. (E)

Assists the Principal with staff administration including hiring, supervision and evaluation of certificated and classified personnel. (E)

Resolves conflicts regarding all matters related to student attendance at site. (E)

Analyzes a variety of site and district-wide data to facilitate decision making. (E)

Attends district and school meetings as assigned. (E)

Collects, organizes district-wide attendance data. (E)

Performs other duties as assigned. (E)

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

The social, emotional, personal, and physical development of elementary school children grades TK-8

Effective elementary school teaching strategies, curricular programs and materials including curricular uses of technology.

School law administration and applicable sections of the State Education Code and other applicable laws

Board policies, procedures and regulations

Labor relations law and employee contracts

Primary tenets of a Professional Learning Community

Principles and practices of administration, supervision and training

Interpersonal skills, tact, patience and courtesy

Basic computer operation

**ABILITY TO:**

Assist in the planning, organization and direction of the school operations, curriculum and instruction, and personnel

Organize, direct, evaluate and supervise assigned certificated and classified staff

Plan and organize work

Use current technology in the performance of duties

Analyze situations accurately and adopt an effective course of action

Complete work with many interruptions

Read, interpret, apply and explain rules, regulations policies and procedures

Communicate effectively both orally and in writing

Analyze a variety of site and district-wide data to facilitate decision making.

Prepare and deliver oral presentations

Monitor students

Read and apply a variety of materials

Work as a member of a cohesive team

**EDUCATION AND EXPERIENCE:**

Master's degree in a related field and five years of classroom teaching experience.

**LICENSES AND OTHER REQUIREMENTS:**

California Administrative Credential

California Teaching Credential

California Driver's License