

ADMINISTRATIVE EMPLOYMENT OPPORTUNITY

DISTRICT SUMMER SCHOOL PRINCIPAL

Language Arts and Math Academy

AVAILABLE

March – July 2010

SALARY

\$3,000

LOCATION

Taylor Middle School

DATES

Work day: June 15
1st Day: June 16
Holiday: July 5
Last Day: July 14

REQUIREMENTS

- a) Possess California Administrative Credential or be enrolled in a California Administrative Credential program - **preferred but not required**
- b) Five years of K-8 teaching experience

APPLICATION

Letter of interest & Resume

DEADLINE

Tuesday, February 23, 2010

SUBMIT APPLICATION

Millbrae School District
Personnel Office

EXAMPLES OF DUTIES

Plan & prepare summer school information
Interview & recommend staff (teachers)
Conduct planning meetings with staff regarding classes, supplies, duties, and procedures
Supervise summer school each day:
 Attendance monitoring and reporting
 Instructional Support
Work with two cross-aged, academically at risk classes,
Prepare budget and authorize expenditures
Report to Board of Trustees

This is an announcement of a position and does not constitute a commitment for an interview.
ALL 2010 SUMMER SCHOOL PROGRAMS ARE CONTINGENT UPON STATE FUNDING