

## Qualifications:

- Elementary and/or middle school teaching experience
- California Administrative Services Credential
- Demonstrated leadership qualities and personal characteristics necessary for working effectively with students, teachers, and parents in a K-8 school
- Three years of successful experience in site-level public school administration and supervision is desired

## Personal Characteristics:

- Well organized
- Flexible
- Commitment to and passion for public education
- Problem solver/solution oriented
- Creative and open-minded
- Good sense of humor
- Excellent oral and written communication skills
- Enthusiastic and positive attitude
- Collaborator
- High personal standards and integrity

## Application Procedure:

- A completed EdJoin application (Call 415 868-1603 for application or available online @ <http://bolinas-stinson.org> – click on job opportunities)
- Personal letter of application that includes specific strengths, reasons for interest in being the principal in the Bolinas-Stinson School and a brief philosophy of education (2 pages maximum)
- Current resume
- Photocopy of current credentials (s)
- Three current letters of recommendation
- College/University placement file
- List of four professional references with **current** phone numbers
- District authority for release of information form
- No incomplete applications will be considered

## Salary Range:

\$110,000 to 125,000, plus benefit package

210 day work year

## Apply To:

**John Carroll, Superintendent**  
**Bolinas-Stinson Union School District**  
**125 Olema-Bolinas Road**  
**Bolinas, CA 94924**  
**Phone: 415-868-1603**  
**Fax: 415-868-9406**

## Bolinas-Stinson Union School District

## POSITION ANNOUNCEMENT

## K-8 SCHOOL PRINCIPAL



# Bolinas-Stinson Union

## School District

### The Position

The Bolinas-Stinson School Principal will provide leadership for the school, and be responsible for implementation and administration of all aspects of the instructional program. Working collaboratively with staff, community members, the school board and administrative team, the Principal will work towards the implementation of the District's Mission, Vision and Goal Statements. The Principal will report to the District Superintendent.

### Vision Statement

We educate students to be inspired critical thinkers, confident of their creativity and motivated to achieve academic excellence. Essential learning, grounded in sustainable community and environmental stewardship, prepares each student to successfully pursue the opportunities of life.

### The Communities

The District serves students from the communities of Bolinas and Stinson Beach. These small coastal communities are environmentally conscious, value the arts, and consider the local school as a centerpiece of their community. Surrounded by the Point Reyes National Seashore and the Golden Gate National Recreation Area, the local environment is unsurpassed in beauty.

### The District

Bolinas-Stinson is a Pre K and K-8 school district located about 30 miles north of San Francisco on the Pacific coastline of Marin County. The school serves two communities and has two beautiful campuses, one in Stinson Beach and one in Bolinas. Student enrollment for the 2017-2018 school year is projected to be 93 (grades K-8).

The administrative staff includes a shared superintendent (with another school district), business officials, and school/district administrative assistants. The Board of Trustees is comprised of five members.

The school's instructional staff includes six classroom teachers and a full-time resource specialist, TOSA-STEAM teacher, a part-time music teacher, four part-time art teachers, a part-time physical education teacher, instructional aides, and a library tech. In addition a nurse, speech pathologist, psychologist, and counselors are available.

The District facilities are in excellent condition and include classrooms, art shops, a multi-purpose facility, library and additional spaces for music and special activities. A commercial kitchen provides organic snacks and lunches to the children and staff on a daily basis.

### Responsibilities

- Coordinate the curriculum of the school, classroom instructional methods and support services for children
- Supervise the day-to-day operation, care, and upkeep of buildings and grounds
- Communicate key components of the school program to parents and community at large
- Requisition supplies and services in accordance with the adopted budget
- Evaluates the performance of school personnel; makes recommendations concerning continued employment, reassignment, or separation to the Superintendent
- Prepare federal, state and local reports as required
- Develop and implement an annual professional development plan for all staff
- Maintain school focus on student learning and achievement
- Performs such other duties as are assigned by the Superintendent