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Milford Public Schools

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PRINCIPAL – MILFORD HIGH SCHOOL

The Milford Public Schools is seeking an outstanding and dynamic educational leader to become Principal of Milford High School, effective July 1, 2010.

THE PRINCIPALSHIP

The position of Principal, Milford High School, is an excellent opportunity for an outstanding educational leader. The successful candidate will demonstrate the following professional and personal qualifications:

Professional Training & Experience:

- Master's Degree in Education Administration/Education Leadership
- Certificate of Advanced Graduate Study (preferred)
- Certification as high school principal in Massachusetts (or eligible for such certification)
- Minimum of five years teaching and/or administrative experience at the high school level

Leadership Qualities:

- Ability to build a culture of respect among students, staff and parents
- Ability to work as a member of a cohort of school leaders
- Solid understanding of learning principles and best practices in curriculum, instruction, and assessment
- Ability to facilitate the development, implementation, and evaluation of an effective instructional program
- Ability to facilitate quality teaching through professional development activities, direct supervision, and meaningful evaluation
- Ability to engage the entire school community in a shared vision and the development of goals to promote student achievement
- Ability to work collaboratively and effectively with all members of the school community and the community at large
- Strong interpersonal skills
- Excellent communication skills
- Willingness to be present at extracurricular school functions and actively support those organizations that directly benefit students

COMPENSATION & WORK YEAR

The successful applicant will be offered an employment contract with a work year 12 months, July 1 – June 30, and a competitive salary that is commensurate with qualifications and experience. The Milford Public Schools offers a comprehensive benefits package as well as significant professional development opportunities for staff.

THE SEARCH PROCESS

Applicant Screening & Site Visits

An initial screening of applicants will be conducted by:

1. Assistant Superintendent of Schools (Personnel)
 2. PreK-12 Curriculum Supervisor for Mathematics & Science
 3. PreK-12 Curriculum Supervisor for English Language Arts & Social Studies
 4. Milford Special Education Parent Advisory Council Chair
 5. Milford Teachers Association President/Milford High School Staff Representative
- Five (5) candidates for the position of Milford High School (MHS) Principal will be selected by the MHS Principal Screening Committee (named above);
 - The Superintendent of Schools (Superintendent) will conduct initial interviews with each of the five (5) candidates selected by the MHS Principal Screening Committee;
 - Three (3) finalists for the position of Milford High School Principal will be selected by the Superintendent;
 - Superintendent will conduct a site visit to the school/district of each of the three (3) finalists;
 - Three (3) finalists will be invited to spend a day at Milford High School to meet with members of the Milford Public School Leadership Team, students, and parents. Finalists will meet independently with each of these groups so that the Superintendent may assess the dynamics and interactions among candidates and stakeholders;
 - Three (3) finalists will interview with the Superintendent of Schools, who will make the final decision on the hiring of the new principal, in consideration of interviews, site visit observations and findings, staff and student interactions, and reference checks.

The Superintendent of Schools will name the new Principal of Milford High School upon the completion of the **Selection Process Timeline** noted below:

Selection Process Timeline

- October 18 Initial advertising for Milford High School Principal
 - Massachusetts Association of School Superintendents
 - Milford Public Schools Website
 - Boston Globe
 - Milford Daily News
 - Worcester Telegram & Gazette
 - Providence Journal
 - November 13 Deadline for Milford High School Principal Applications
 - November 24 Screening Committee Meets to Select (5) Candidates
 - December 1-4 Superintendent Interviews (5) Candidates
 - December 7-10 Superintendent Conducts Site Visits of (3) Finalists
 - December 11 (3) Finalists Visit MHS & Interview with Superintendent
 - December 17 Appointment of New Milford High School Principal
- *Effective July 1, 2010*

Application Procedure

Applicants must submit, electronically, all documents listed below:

1. Letter of application
2. Current resume
3. Statement of Philosophy
4. Copies of undergraduate and graduate transcripts
5. Copy of Massachusetts Department of Elementary and Secondary Education (DESE) Certification as high school principal (or evidence from DESE that applicant meets eligibility for such certification)

Send all correspondence to: Jose Vieira, Assistant Superintendent of Schools, at jvieira@milfordma.com

Note: Letters of reference from school/district personnel who have supervised or worked closely with the applicant will only be requested of finalists in an effort to honor the initial confidentiality of applicants

MILFORD HIGH SCHOOL PROFILE

Enrollment (grades 9-12): 1135

Milford High School is a comprehensive high school with a wide array of course offerings, ranging from advanced placement to career development. The facility is fully networked for technology, and complements the number of extra curricular activities, such as the Olympic size swimming pool and gymnasium. Milford High School is fully accredited by the New England Association of Schools and Colleges, a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering postgraduate instruction.

The mission of Milford High School is to provide a comprehensive education in a safe environment that promotes academic excellence, critical thinking, self-discipline, and personal responsibility. In preparation for life-long learning, the school community encourages respect for self and others, appreciation for diversity, good citizenship, and high ethical standards.

Applicants are encouraged to visit www.milfordpublicschools.com to learn more about the school and the district. The school's *Program of Studies* and *School Improvement Plan* are also available at this site. We appreciate your interest in the Milford Public Schools and look forward to receiving your application packet.

The Milford Public schools is an affirmative action employer, ensuring that its programs and facilities are accessible to the public. We do not discriminate on the basis of age, color, disability, natural origin, race, or sexual orientation.