

**PRINCIPAL**  
for the 2023/2024 school year  
**Biggs and Richvale Elementary Schools**  
**BIGGS UNIFIED SCHOOL DISTRICT**  
**BUTTE COUNTY**

**THE POSITION**

The District is seeking a highly motivated instructional leader for the Biggs and Richvale Elementary Schools, grades TK-6, for the 2023/2024 school year. This individual must be a person who can articulate and implement a vision of a learning environment that maintains a strong academic curriculum while establishing a relevant and effective program. S/he must be student oriented, a talented facilitator, and goal directed. An essential skill would be the ability to collaborate with all facets of the educational community to set objectives, develop action plans, and resolve problems.

Biggs Elementary School has approximately 320 students enrolled with a staff of 17 TK-6<sup>th</sup> grade teachers and various ancillary personnel. Richvale Elementary School has approximately 40 students enrolled with a staff of 3 teachers who share lead teacher responsibilities, provide general direction, and manage discipline.

**APPLICATION PROCEDURE**

All applications will be held in strict confidence and are to be sent to:

**Doug Kaelin**  
**Superintendent**  
**Biggs Unified School District**  
**300 B Street**  
**Biggs, CA 95917**  
**Telephone: (530) 868-1281, 8100**

All papers must be received on or before **March 31, 2023**.

All candidates must provide the following items on or before the deadline.

- A personal letter of application. The letter should give reasons for being interested in the position at Biggs and Richvale Elementary Schools.
- A completed application provided by the District for an administrative position
- Three letters of recommendation
- Resume
- Copy of transcripts
- Administrative Credential (copy)

**\*\*Application link can be found on Edjoin.org and the District website, biggs.org\*\***

**SELECTION CRITERIA**

## Professional Preparation and Experience

- A Valid California Administrative Credential is preferred
- A Master's Degree is preferred
- Successful administrative experience
- Successful teaching experience

## Personal Characteristics

- A person who has a reputation of integrity, honesty and trust and who exemplifies the highest professional and ethical behavior.
- A caring person who possesses interpersonal skills, empathy and understanding of the needs of others.
- A person who knows, understands, and relates to young people.
- A person experienced in working effectively with student/staff committees to develop a positive, spirited school climate.  
A person who is decisive, action oriented, and who considers program improvement to be a number one priority.
- A person who will demonstrate enthusiastic participation in the district and community with a high visibility profile.

## Professional Skills and Abilities

- A person who has a strong curriculum and instruction background.
- A person who has a demonstrated record of prioritizing the education of students first.
- A person who can resolve problems in a collaborative manner and who can persevere to see the solutions put in practice.
- A person who possesses knowledge of state standards and understands current educational theory and instructional techniques.
- A demonstrated ability to manage school finances and resources.
- A demonstrated ability to communicate effectively both orally and in writing with the staff, students, and community.
- Ability to create an atmosphere which fosters academic excellence and positive self-esteem.
- Ability to select, motivate and effectively evaluate personnel.
- An educational leader and manager with a vision of where the school might go and what the school might become.
- A person experienced in elementary school administration who demonstrates an understanding of the developmental needs of that age group.
- An ability to create and maintain a clear, firm, fair, and consistent discipline program.
- An ability to complete tasks successfully even when dealing with tight timelines.
- A person who will be knowledgeable and supportive of all school programs and activities.
- A person with effective and professional writing skills.

## **SELECTION PROCEDURE**

A screening committee headed by the Superintendent will review all applications. The finalists will be selected by the committee to proceed in the interview process.

## **SALARY AND CONTRACT TERMS**

The District offers a competitive salary schedule and benefit package.