

JURUPA UNIFIED SCHOOL DISTRICT

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BOARD OF EDUCATION John Chavez, President Mary Burns, Clerk Carolyn A. Adams Holly Hanke Sam Knight, Sr.
SUPERINTENDENT Benita B. Roberts

Jurupa Unified School District

NOTICE OF SPECIAL BOARD OF EDUCATION MEETING

Thursday, June 26, 1997

The Board of Education has scheduled a Special Meeting in Closed Session to discuss Public Employment: Pursuant to Government Code Section 54957 - High School Principal. The Special Meeting will begin at 5:00 p.m., Thursday, June 26, 1997 and will be held in the Superintendent's Office at the Education Center, 3924 Riverview Drive, Riverside, California.

Benita B. Roberts
Secretary to the Board

NOTICE POSTED: June 23, 1997

Jurupa Unified School District
Questions for High School Principal
Board & Superintendent Interviews
June 26, 1997

1. Please share with us your educational background and experience, and why you are interested in being the Principal of Rubidoux High School.

(Out-of-District Applicants)

2. (a) What steps would you take as a first year principal in order to know the school community and the broader community served by Rubidoux High School?

(In-District Applicants)

2. (b) As the new high school principal, what steps would you take to have the various segments of the school community accept your leadership?
3. If the district administrators and Board of Education approve a program for implementation in your school that a number of your staff members obviously do not wish to accept, how would you work with them to bring about implementation?
4. What do you believe are the causes of the high drop-out rate among students, particularly Hispanic students, and what are some things that schools can do to reduce the drop-out rate?
5. As a new principal in a school, how would you determine whether or not staff members who supervise student clubs were being prudent in handling funds?
6. Many high school students today want an easy curriculum and little homework. How would you implement a rigorous curriculum with appropriate homework assignments?
7. What are the greatest challenges facing today's high school principal? Which one intrigues you most?
8. Do you have any questions that you would like to ask, or any final statements to make?

BBR:cm

Jurupa Unified School District
Questions for High School Principal Panel Interviews
June, 1997

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2. (a) What steps would you take as a first year principal in order to know the school community and the broader community served by Rubidoux High School?

(In-District Applicants)

2. (b) As the new high school principal, what steps would you take to have the various segments of the school community accept your leadership?
3. How would you develop, communicate and maintain a climate of high expectations for student achievement on the Rubidoux High campus?
4. In your opinion, what builds morale on a campus and what undermines morale? What strategies have you used to build morale in your current and previous positions?
5. How would you go about improving accountability for (a) student success; (b) adherence to district policies, and (c) maintenance of positive parent relations among the faculty and staff?
6. If a school board member called you and asked you to revoke a neighbor's suspension, how would you respond to this request?
7. What are the positive aspects of collaboration and what, in your opinion or experience, are some of the negative aspects of this decision-making model?
8. What qualities do you look for in recommending a teacher for employment?
9. High schools traditionally have a myriad of activities; describe the process you would use to have the students, staff and community view you as evenhanded in your support for all activities.
10. What steps would you take to promote harmony among the various ethnic/racial groups on campus?
11. What three to five things are important to do in your first year as Principal of Rubidoux High School?
12. Do you have any questions to ask or any final statements to make?

BBR:cm

**Unedited Notes from
Community & Staff Meeting
Regarding Characteristics of a Principal
For Rubidoux High School**

1. High Expectations

- maintains and upholds standards for extra-curricular activities and academics
- expectation of student achievement and interventions for student success
- demonstrates he/she values others

2. Building Morale

- visibility
- establishing a climate of "we-ness"
- team builder
- someone who will fight for, defend and champion Rubidoux High for all
- supportive of ALL clubs and activities
- committed to success for all - in all areas
- acceptance of different points of view
- recognition of all programs and activities with an emphasis on fine arts (e.g., drama, dance, etc.)
- knowledge of conflict resolution strategies

3. Collaboration

- fosters collaboration among groups
- collaborates with faculty regarding:
 - expectations for teachers
 - allocation of school funds
 - performance evaluations
- pulls the parents together and attends meetings
- willing and able to take a class and teach it
- willing to do what he/she asks staff to do
- willing to allow others to be a part of fiscal management process
- learn the history of a situation before a decision is made

4. Accountability

- holds people accountable across the board
- good negotiation skills
- knowledge of contract administration
- accountable for his/her actions
- sound fiscal manager - willingness to allow others to voice opinions regarding fiscal matters

**Unedited Notes from
Community & Staff Meeting
(Continued)**

5. Leadership

- views the staff as peers
- aware of different cultures, programs (can implement new programs and bring back successful programs)
- second to the last person to leave campus each day
- has a clear vision for Rubidoux High
- able to articulate that clear vision
- will not give up on that vision...not making excuses for resources, neighborhood, etc.
- has not only had a vision but also has implemented that vision
- disseminate innovative ideas, programs
- allows for staff visitations to other schools and programs
- learns what talents and interests people have and utilizes those talents
- sees problems as challenges, not chores
- leads by example
- energetic
- tactful
- good listener
- deals with safety
- provides resources
- involved
- responsible
- approachable
- open minded
- priority - education of youth
- problem solving ability
- visible in and outside of the classroom

6. Other Areas Including Knowledge and Experience

- experience with "Focus on Learning" process
- knowledge of conflict resolution strategies
- knowledge of dynamics of curriculum
- cultural and gender sensitivity
- ability to read, understand and explain achievement data
- has a caring attitude
- has a strong understanding of the communities served by Rubidoux High
- ethically and morally sound