



SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: Assistant Principal II

REPORTS TO: Principal

SITE:

CLASSIFICATION: Certificated Management

WORK YEAR: 214 Days

SALARY: Level 5 Administrator/Manager Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES:

SUMMARY:

Administrative responsibilities under the general supervision of the Principal. Responsible for a range of management duties including evaluating teachers, attending IEPs, supervising campus safety personnel, ensuring general campus safety, overseeing student government and associated student body accounts, supervising student activities, evaluating coaches, providing safety management and crowd control for athletic competitions, and drafting and updating the student handbook. May be designated acting Principal and acts on the Principal's behalf when so directed. Assists with the administration, development, implementation, evaluation, and improvement of the school's curriculum and co-curricular and extra-curricular programs. Performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

- Assume primary responsibility for the main calendar, including scheduling of facilities for site and rental use.
- Work with the Athletic Director to determine athletic eligibility and supervision needs.
- Work closely with the Activities Director to calendar and support ASB, Leadership, and Link Crew events.
- Work with Parent Group representatives and Senior Class Officers to support organization and facilities planning for Senior Activities and Graduation.
- Work with the Principal to oversee modernization and construction projects on site.
- Attend IEP meetings as administrator representative
- Supervise, evaluate and support certificated and classified staff
- Communicate with teachers and parents regarding student behavior, discipline and attendance
- Develop, implement, monitor and evaluate school curriculum with assigned academic departments
- Assist teachers with classroom management procedures
- Develop and coordinate professional development and school improvement plans
- Ensure safety management and crowd control procedures at all school functions
- Act as liaison between school and assigned community agencies
- Assistance with translation services—phone dialers, emails

- Coordinate school orientation programs
- Draft and update student and faculty handbook
- Coordinate school-wide testing: AP, CAASPP & CAST
- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

Education/Training Experience

- Valid California Administrative Services Credential or equivalent
- Secondary Teaching Credential
- Three or more years of successful high school teaching experience
- Master and/or doctorate degree
- Demonstrated leadership performance within the past five years, particularly in one or more areas of: curriculum development, instructional leadership, student behavior modification, attendance supervision, staff development, and budget preferred.
- Budget management
- Excellent verbal and written communication skills
- Ability to multitask in a busy environment
- Possession of a valid California Driver's License
- Bilingual Spanish Preferred

Physical Demands/Working Conditions

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.