



# SAN MATEO UNION HIGH SCHOOL DISTRICT

## POSITION DESCRIPTION

**JOB TITLE:** Principal

**REPORTS TO:** Deputy Superintendent  
Human Resources/Student Services

**SITE:**

**CLASSIFICATION:** Certificated Management

**WORK YEAR:** 221 Days

**SALARY:** Administrator/Manager Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES:**

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**SUMMARY:** Under the direction of the Superintendent, the Principal has full responsibility for the organization, supervision, and administration of this comprehensive high school.

### ESSENTIAL FUNCTIONS:

- Build, lead, and communicate a comprehensive and inclusive vision for student learning
- Demonstrate knowledge and skill necessary to lead and manage a diverse and complex school
- Maintain a forceful advocacy for the academic success of all students
- Encourage teachers to meet the needs of all students
- Possess the ability to support collaborative planning, implementation, and momentum of school improvement
- Augment the continuous growth of faculty and staff members through a comprehensive professional development program
- Provide for continuous evaluation and assessment of programs, personnel, and organizational structure
- Direct, supervise, and evaluate all staff members
- Demonstrate strong written and verbal communication skills
- Provide for the communication of District policy to the total community served by the school
- Possess the qualities needed to be quickly accepted as the school's instructional leader by the school staff, community, District administrators, and Board of Trustees
- Possess a broad understanding of modern-day instructional testing and assessment methods
- Provide a strong, positive outlook on the role of public education
- Work harmoniously with parents of all backgrounds
- Inspire the school community
- Other duties as assigned

## **QUALIFICATIONS AND EXPERIENCE:**

### **Education/Training Experience**

- A minimum of five years of successful certificated experience, including three years of teaching
- Master's and/or doctorate degree
- Valid California Administrative Services credential
- Demonstrated ability to provide leadership in a cooperative manner in order to encourage parent and teacher participation
- Experience in working effectively with staff to improve the teaching-learning process within a decentralized management system
- A broad and in-depth knowledge of instructional procedures, techniques, and materials
- Experience in developing and implementing effective procedures for the evaluation of educational programs
- Knowledge and experience with effective evaluation practices of certificated and classified personnel
- Ability to manage budgets and relate instructional programs to financial resources
- Intellectual and emotional capacity to provide educational leadership to professional staff and community in general
- Excellent verbal and written skills
- Demonstrated leadership performance within the past five years, particularly in one or more areas of instructional leadership and professional development

### **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.