



SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: Assistant Principal I

REPORTS TO: Principal

SITE:

CLASSIFICATION: Certificated Administrator

WORK YEAR: 204 Days

SALARY: Level 5
Administrator/Manager Salary Schedule

EFFECTIVE DATE:

APPROVED BY THE BOARD OF TRUSTEES:

JOB SUMMARY:

Under the general supervision of the Principal, administrative responsibilities 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 campus safety and student welfare and supervision
- 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 emphasis on ELD Department
- 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 community agencies: Homeless & Foster Youth
- Assistance with translation services – phone dialers, emails
- Coordinate school orientation programs
- Draft and update student and faculty handbook
- Collaborate with and supervise EL Specialist & Family Engagement Coordinator
- Lead ELD Advisory Team

- Coordinate school-wide testing, ELPAC, PSAT
- Oversee & supervise Attendance-Truancy Meetings, Letters and Interventions.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential duties above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

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 multi-task in a busy environment
- Bilingual Spanish Preferred

Physical Demands/Working Conditions

- Eyesight sufficient to read fine print
- Manual dexterity and coordination sufficient to operate a computer keyboard and calculator
- Physical stamina to stand, reach, bend, lift, kneel, and squat
- Ability to lift up to 20 pounds
- Ability to tolerate moderate noise level in working environment
- Good health and stamina appropriate to the position

OTHER REQUIREMENTS:

- Maintain a valid California Driver License
- Department of Justice fingerprint clearance
- Evidence of Tuberculosis clearance

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

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.