



SAN MATEO UNION HIGH SCHOOL DISTRICT

POSITION DESCRIPTION

JOB TITLE: Assistant Principal II

REPORTS TO: Principal

SITE:

CLASSIFICATION: Certificated Administrator

WORK YEAR: 214 Days

SALARY: Administrator/Manager Salary Schedule

EFFECTIVE DATE:

APPROVED BY THE BOARD OF TRUSTEES:

JOB SUMMARY:

Administrative responsibilities under the general supervision of the Principal; may be designated acting Principal; assists in the administration, development, implementation, evaluation, and improvement of the school's curricular, co-curricular and extra-curricular programs; acts on the Principal's behalf when so directed and performs other duties as assigned.

ESSENTIAL FUNCTIONS:

- Supervises, evaluates, and supports certificated and classified staff and other support staff as assigned and assists in recruitment and selection.
- Assists in developing and coordinating the staff development and professional growth activities of the school.
- Develops, implements, monitors, and evaluates school curriculum and instruction and the guidance program.
- Assumes a leadership role on the District's Curriculum and Instruction Council and in the development of the District's curriculum.
- Develops the master schedules in conjunction with the Principal.
- Develops, supervises, and coordinates test and measurement activities.
- Assists in instructional skills development; drafts and updates faculty and curriculum handbooks.
- Assists teachers in adjusting classroom and teaching procedures suitable to their students.
- Develops and manages assigned budgets.
- Develops and coordinates professional development and school improvement efforts.
- Coordinates special education programs on campus.
- Supervises and makes recommendations regarding guidance, attendance, student data, career center, and student activities.
- Develops, implements, and supervises alternative education programs for at-risk students.
- Supervises the Dean.

- Develops articulation programs with other District schools, feeder schools, and community colleges.
- Coordinates school orientation programs (including orientation for incoming ninth graders/new students).
- Acts as a liaison between school and community agencies.
- Assumes overall responsibility for the supervision and direction of student government, student activities, and athletics.
- Assumes responsibility for all aspects of graduation.
- Drafts and updates student handbook.
- Develops and monitors school calendar.
- Serves as liaison to the continuation high school, Probation Officers and Safety Advocates.
- Manages and supervises student discipline problems, especially those which may require suspension and/or expulsion.
- Assumes primary responsibility for campus safety and student welfare.

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.
- Masters and/or doctorate degree.
- Budget management.
- Excellent verbal and written skills.
- Ability to multi-task in a busy environment.
- Recent successful Department Head experience preferred.
- Demonstrated leadership performance within the past five years, particularly in one or more areas of curriculum development and leadership, student behavior modification, attendance supervision, staff development, and budget 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.