



**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**CERTIFICATED JOB DESCRIPTION**

**JOB TITLE:** PRINCIPAL OF BRIDGE PROGRAM

**REPORTS TO:** Superintendent

**SITE:** District Office

**CLASSIFICATION:** Certificated Management

**WORK YEAR:** 221 Days

**SALARY:** 0.6 FTE

**APPROVED BY THE BOARD OF TRUSTEES:** June 8, 2023 **EFFECTIVE DATE:** July 1, 2023

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**JOB ESSENTIAL FUNCTIONS:**

Under the direction of the Superintendent, the Principal has full responsibility for the organization, supervision, and administration of the Bridge Program. The Bridge Program is designed to provide educational support and a nurturing environment for newly arrived high school students who are Multilingual learners and may have limited academic experience in their new country. As the Principal, you will play a critical role in overseeing the overall operations of the school, fostering a positive learning environment, and ensuring the academic success and social-emotional well-being of our students.

Responsibilities:

1. Leadership and Administration:

- Provide visionary leadership and strategic planning to ensure the success of the Bridge Program
- Oversee the day-to-day operations of the school, including budgeting, scheduling, and resource allocation.
- Collaborate with district administrators, teachers, and staff to develop and implement effective policies, procedures, and programs.
- Foster a positive and inclusive school culture that promotes a sense of belonging and supports the unique needs of newcomer students.
- Develop and maintain strong relationships with students, parents, and community partners to support student success.

2. Academic Program Management:

- Ensure the delivery of high-quality instruction that aligns with the academic needs and language development of Multilingual learners, specifically learners who may have had intermittent schooling or no prior formal schooling and have entered the US school system in their later high school years.
- Collaborate with teachers to develop and implement effective instructional strategies, curriculum, and assessment methods.
- Monitor student progress and implement interventions to address academic challenges and promote growth.
- Provide culturally responsive and trauma informed professional development opportunities for staff to enhance their skills in working with Multilingual learners and diverse student populations.
- Create an educational plan with each student; monitor that plan, and provide updates to students and their families on the progress of that plan.

3. Student Support and Well-being:

- Implement comprehensive support systems to address the social, emotional, and behavioral needs of newcomer students.
  - Coordinate and facilitate programs and services that promote student engagement, positive behavior, and mental health.
  - Collaborate with social worker and support staff to identify and address individual student needs.
  - Advocate for equitable access to educational resources and opportunities for all students.
4. Family and Community Engagement:
- Establish strong partnerships with caregivers and families to support their involvement in their child's education.
  - Organize and conduct regular meetings, workshops, and events to enhance family engagement and cultural understanding.
  - Collaborate with community organizations, agencies, and stakeholders to provide resources and services that support the diverse needs of newcomer students and families.
5. Professional Development and Staff Supervision:
- Recruit, hire, and evaluate staff members, providing ongoing support and professional growth opportunities.
  - Foster a collaborative and supportive work environment that promotes teamwork, cultural competency, and continuous learning.
  - Facilitate professional development sessions to enhance staff members' understanding of Multilingual learners' needs and effective instructional practices.

**Employment Standards:**

- Incumbent must be able to perform essential functions 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, the Board of Education, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- Master's degree in Education or a related field (doctorate preferred).
- Valid administrative certification or license.
- Experience working with Multilingual learners and diverse student populations.
- Demonstrated leadership and administrative experience, preferably in a high school setting.
- Strong understanding of second language acquisition, culturally responsive teaching, and trauma-informed practices.
- Excellent communication, interpersonal, and collaboration skills.
- Knowledge of applicable laws, policies, and regulations related to newcomer students and Multilingual learners.
- Knowledge and proficiency effectively integrating technology into the English classroom
- An understanding of and commitment to cultural proficiency
- An understanding of and effective strategies for formative assessment practices
- Experience having led formal professional development/adult learning
- Knowledge and experience using various technology tools and software platforms such as Canvas, Microsoft Office Suite including Excel; Google Docs/Spreadsheets; and Aeries.

**OTHER REQUIREMENTS:**

- 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 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 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.

