



Fremont Union High School District

Position: Summer School Assistant Principal

Department/Site:	FUHSD	Reports to/ Evaluated by: Dir. of Leadership Develop.
Compensation:	90% of Dean of Students Step 1 Salary Schedule	

Summary of Basic Functions & Responsibilities

Working with the Summer School Principal, the Summer School Assistant Principal will participate in the Spring hiring and scheduling of teachers, clerical staff, and IT support. The Summer School Assistant Principal will support the Principal in preparing staff for the first day of instruction. During the summer, the Summer School Assistant Principal will be responsible for the day to day operations of the Summer School program to include but not limited to instructional programs, attendance, food service, safety and emergency protocols, student discipline, and graduation

Essential Duties & Responsibilities

The Summer School Assistant Principal will be responsible for the following:

SPRING RESPONSIBILITIES

- Support to the Principal and Director of Leadership Development in the hiring process (optional)
- Support curriculum development in one or more subject areas
- Support the Principal in prepping for the Staff Meetings
- Support the Principal in developing the Summer School 2026 theme and professional development aligned with the theme.

SUMMER RESPONSIBILITIES

While the Principal is ultimately responsible for managing Summer School and must serve for the entire program, the Assistant Principal can serve for six weeks or three weeks. In some cases, the Assistant Principal can also teach for the three weeks they are not serving as an administrator. The specific responsibilities of one or two Assistant Principals will vary and will be determined collaboratively with the Principal and Director of Leadership Development. They might include:

- Manage attendance tracking and inform families of student progress
- Plan, prepare, and execute Summer Graduation Ceremony
- Manage after-school Tutorial program
- Prepare and execute staff check-in and check-out process
- Manage Chrome Cart and technology support for all classrooms
- Daily campus student supervision

Summer School Assistant Principal Job Description

Approved by FUHSD School Board on 01-27-2026

- Plan, prepare, and execute staff Professional Development meetings
- Fall - Plan, prepare, and present Summer School Board presentation

Leadership Responsibilities remain the same for all Summer School Administrators:

- Support positive student behavior through a clear and consistent progressive discipline system
- Manage after-school tutorials and any other potential support programs
- Support teacher collaboration and curriculum development throughout the summer program
- Observe and coach teachers in all areas regularly and consistently
- Build and maintain staff connections through optional social meetings (e.g. staff breakfast).

TIME INVOLVED:

Spring:

- (Optional) Attend release days to interview candidates in various positions
- Meet with the Principal and Director as needed from February through May to prepare
- Participate in various training programs: Discipline, Safety Care, Infinite Campus, etc.

Summer:

- 6-Week or 3-Week assignments are welcomed
- Fall - Plan, prepare, and present Summer School Board presentation

Qualifications

- Demonstrated leadership experience with FUHSD

Education, Licenses & Certificates:

- **Preferred but Not Required:** Valid Administrative Credential or Certificate of Eligibility for an Administrative Credential

Working Conditions:

- Ability to adapt and be flexible to the ongoing activities of a school campus that includes interactions with students, staff, parents, district office staff, and the community

Physical Abilities:

- Must be able to function indoors and outdoors in a school environment that alternates between standing, sitting, and walking