



Fremont Union High School District

Position: Summer School Principal

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

Summary of Basic Functions & Responsibilities

Working with the Director of Leadership Development and the Intervention Support Lead, the Summer School Principal will participate in the Spring hiring and scheduling of teachers, clerical staff, and IT support. The Summer School Principal will also help to finalize student rosters and prepare staff for the first day of instruction. During the summer, the Summer School 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 Principal will be responsible for the following:

SPRING RESPONSIBILITIES

- Support Director of Leadership Development in hiring and scheduling teachers
- Participate on the interview panel for Conduct Liaison, Clerical Support, and IT support
- Coordinate curriculum development in one or more subject areas
- Support Director of Leadership Development in finalizing students schedules
- Prepare for Staff Meetings and teacher prep day

SUMMER RESPONSIBILITIES

Administrative Responsibilities:

- Manage staff calendars and schedules to maintain high-quality instruction in all classes
- Manage attendance tracking to inform families when students might not earn credit.
- Manage office staff and supplies to ensure that teachers have adequate resources and support
- Coordinate with Food and Facilities Managers to provide food and clean campus
- Maintain the safety of staff and students through clear communication around emergency protocols
- Maintain Infinite Campus registration, enrollment, and grade reporting information
- Confirm the Summer Graduate list with the District Data Team
- Plan, prepare, and execute Summer Graduation Ceremony
- Plan, prepare, and present Summer School Board presentation in the fall

Leadership Responsibilities:

- Support positive student behavior through a clear and consistent progressive discipline system

Summer School Principal Job Description

Approved by FUHSD School Board on 01-27-2026

- 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:

- Attend half or full-day releases to interview candidates in various positions
- Meet with the Director of Leadership Development from February to May to prepare.
- Participate in various trainings: Discipline, Safety Care, Infinite Campus,

Summer:

- Preference for 6-Week Candidates
- Fall 2026 - Plan, prepare, and present Summer School 2026 School Board presentation

Qualifications

- Demonstrated leadership experience with FUHSD

Education, Licenses & Certificates:

- **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