

ALISAL

PLEASE POST

UNION SCHOOL DISTRICT

SEPTEMBER 8, 2025

Job Announcement

CERTIFICATED MANAGEMENT POSITION

THERE IS AN OPENING FOR THE 2025-2026 SCHOOL YEAR:

JOB ID 1103
(REOPENED FOR LARGER APPLICANT POOL)

ASSISTANT PRINCIPAL

ASSIGNMENT: MONTE BELLA ELEMENTARY SCHOOL

SALARY: \$124,107-\$146,122 Annually
(Plus \$500 Master's Degree stipend or \$1000 Doctorate Degree stipend)

WORK YEAR: 206 Days

START DATE: TO BE DETERMINED

APPLICATION DEADLINE: MONDAY, SEPTEMBER 29, 2025 BY 5:00 P.M.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED AT THE TIME OF APPLICATION DEADLINE.

****PLEASE COMPLETE ONLINE APPLICATION AT <https://www.applitrack.com/alisal/onlineapp/> ****

PRIMARY FUNCTION: Provides instructional leadership to the project staff and assists in determining school needs as the basis for developing long and short range project plans. Assists in the development and involvement of parents in school parent advisory committees. Coordinates the planning, development, implementation and evaluation of the consolidated projects in accordance with federal and state guidelines. Assists in the development and monitoring of categorical program budgets. Remains up-to-date on all special project funding information and legislation. Monitors categorical program to meet compliance requirements. Maintains on-going communication with District Director of Curriculum Instruction and Educational Services to ensure successful implementation of special programs. Coordinates State district-wide, and project-based testing programs. Assists in monitoring student progress through Student Study Teams and other accountability programs and processes. Assists in implementing the District-approved curriculum as adopted by the Board of Trustees. Assists with the safety, conduct, and general welfare of students. Counsels students regarding behavioral and educational problems; observes and evaluates student behavior and progress. Confers with administrators, teachers, parents and other concerned agencies and individuals regarding school, students and activities; assists in advising and coordinating activities of parent advisory groups. Assists with the supervision and evaluation of classified and certificated staff. Assists in presenting or coordinating in-service training, workshops, and meetings for certificated and classified employees. Other related duties as assigned.

MINIMUM QUALIFICATIONS: Possess or qualify to possess Valid CA Administrative Credential, Certificate of Eligibility or Eligible for an Intern Administrative Credential. Credential requirements to be supplemented by five years teaching experience, with at least three served as a classroom teacher. Bilingual/Biliterate in Spanish and English highly desired. Must possess an ability to communicate well and to apply leadership skills within a shared decision-making model. Must exhibit sound educational philosophy and instructional competence. Must possess an ability to evaluate the instructional process and contribute to high level academic requirements using sound research and educational principles. Must have a strong background in computer technology and standards-based teaching and learning. Must have knowledge of and prior application or experience in improving academic achievement.

AREAS OF AUTHORITY: The Assistant Principal shall have the authority to: A. Act as Principal in the absence of the Principal when necessary; B. Carry out those responsibilities delegated by the Principal and Board Policy; and, C. Use discretion in all matters not covered by Board Policy reporting all his/her actions to the Principal and the District Office at the earliest time.

PHYSICAL DEMANDS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. While performing the duties of this job, the employee may occasionally lift/ and or move up to 50 lbs. The demands of an extended workday (coverage of building activities and extra-curricular activities, etc.), require a high level of physical endurance. This job requires the ability to handle and balance multiple demands at one time

In accordance with Education Code 44939.5, amended by Assembly Bill 2534 effective January 1, 2025.

(c) (1) A person applying for a certificated position at a school district, county office of education, charter school, or state special school shall provide that prospective employer with a complete list of every school district, county office of education, charter school, and state special school that the applicant has previously been an employee of. Education Code 44939.5 includes work as a: Full Timer Certificated Employee, Part Substitute Teacher.

TO APPLY:

Please complete online application at <https://www.applitrack.com/alisal/onlineapp/>

Documents required at the time of submission: Resume, Cover Letter, and 3 Reference Letters (professional reference letter must include letterhead, date, signature and not older than 18 months), copy of transcripts. Attached supportive documentation to proof that you possess or qualify to possess Valid CA Administrative Credential, Certificate of Eligibility or Eligible for an Intern Administrative Credential

If you are not able to upload a document please email to maritza.salazar@alisal.org by the deadline.

IF YOU HAVE ANY QUESTIONS CONTACT:

Maritza Salazar, Administrative Assistant
(831)753-5700, EXT. 2024
maritza.salazar@alisal.org

NOTE: Alisal Union School District will require proof of U.S. Citizenship, alien registration or authorization to work in the U.S. before an applicant may be appointed to any District position. All appointees will be required to complete a designated form.

Alisal Union School District prohibits discrimination, harassment, intimidation, and bullying in all district programs, activities, and employment based on actual race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. For issues related to discrimination, harassment, intimidation, bullying and Title IX complaints, contact Josue Diaz Jr., Assistant Superintendent of Human Resources, 155 Bardin Road, Salinas, CA 93905. Telephone number (831) 753-5700.