



GLENDALE UNIFIED SCHOOL DISTRICT

223 North Jackson Street | Glendale, CA 91206

(818) 241-3111 | www.gusd.net

“Preparing our students for *their* future”

April 09, 2026

ASSISTANT PRINCIPAL, SECONDARY SCHOOL (MIDDLE/HIGH SCHOOL) Eligibility Pool

DESCRIPTION

The Assistant Principal, Secondary School assists the Principal in the areas of instruction, staff, and student supervision and discipline, programming, and curriculum. The Assistant Principal, Secondary School also participates in other assigned activities in the administration, management, and operation of the school, as well as provide leadership and accountability for the educational program of the secondary school.

QUALIFICATIONS

Education

Master's Degree required; training in the broad aspects of school administration with emphasis on secondary school administration and curriculum development desirable.

Credential

Valid California credential authorizing service as an administrator at the secondary school level.

Experience

Five years of successful teaching or counseling experience at the secondary level; experience in department leadership, curriculum development, and secondary administration are desirable.

WORK YEAR

Current work year is 210 work days, to be worked between July 1 and June 30.

SALARY SCHEDULE

Placement on the Certificated Management Salary Schedule depending on education and experience. The current seven-step salary range (including longevity) is from \$127,963 to \$147,544.44

ESSENTIAL FUNCTIONS

1. Assists with the development and implementation of the Local Control Accountability Plan.
2. Assumes the duties of the Principal in their absence.
3. Shares responsibility for a safe learning environment, as well as safe school facilities.
4. Interprets the school and District programs, policies, and procedures to students and staff.
5. Assumes responsibility for the general supervision and discipline of students within the school.
6. Assumes responsibility for aiding the Principal in the design of a master schedule.
7. Visits classrooms and participates in the supervision and evaluation of teachers and other staff members.
8. Plans, supervises, and directs all student activities and the use of school facilities.
9. Implements the District-approved program of California State Standards instruction, in accordance with the needs of students.
10. Assists with the selection and use of instructional materials, methods, and textbooks.
11. Supervises the use and the dissemination of instructional materials.
12. Coordinates the development of course outlines and textbook evaluations.
13. Coordinates the school testing program.
14. Assists the Principal in the school accreditation process and follows up.
15. Assists the Principal in the selection of staff members.
16. Participates in the development of new instructional programs.
17. Acts as a liaison in curricular matters between the school and the District office.
18. Acts as a resource person to the faculty in instructional matters and classroom management techniques.
19. Develops, coordinates, and supervises activities of the guidance and counseling programs.
20. Assists in the planning of school activities.
21. Assumes responsibility for the general supervision and discipline of students and spectators at athletic events and other extracurricular activities.
22. Assumes responsibility for, and supervises, the employees and activities of the athletic department.
23. Serves on the District Student Placement Committee.
24. Initiates and/or approves District permits, Declarations of Residency, Caregiver Affidavits, and referrals to the continuation high school.
25. Develops, coordinates, and supervises the attendance intervention systems, attendance office, and attendance procedures.
26. Coordinates an increase in student attendance programs.
27. Works with parents to promote good relations between home and school.
28. Works with the community and the communication media to promote a positive school-site image.
29. Assumes responsibility for the administration, coordination, and supervision of various state and federal categorical programs including staffing, budget, mandated reviews, and representation on school and District committees.
30. Assumes responsibility for personal and professional growth.
31. Performs other related duties as assigned.

KNOWLEDGE, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Ability to plan, organize, prioritize, and manage time.
2. Maintains a positive attitude towards students, learning, and teaching.
3. Ability to observe and evaluate instruction and student activities.
4. Ability to cope with multiple tasks.
5. Ability to drive to sites to communicate and meet with staff and students.
6. Knowledge of, and ability to use, computer-based programs.
7. Ability to communicate effectively by providing clear, concise instruction using both academic and plain language.
8. Ability to listen without bias and provide appropriate feedback.
9. Ability to demonstrate proficiency in written and oral English.
10. Knowledge of methods for effective collaboration and the ability to work collaboratively with all stakeholders.
11. Ability to work effectively with all racial, ethnic, linguistic, economic, and disability groups.
12. Demonstrate understanding, patience, and approachability toward students, parents, and colleagues.
13. Excellent interpersonal, oral, and written communication and problem-solving skills.
14. Oral and written proficiency in a second language preferred.

SUPERVISION

Under the direction of the Principal. May supervise clerical and/or other teaching and support staff.

APPLICATION PROCEDURES

1. Application Materials

All applicants must submit a letter of application, a resume of training and qualifications, a copy of a valid California teaching credential, and five (5) current references must be included on the application. References will be contacted by telephone during the application process.

2. Application Submission Deadline

All application materials must be submitted via the online platform **no later than 9:00 a.m. on Thursday, April 23, 2026.** Applications submitted directly to Human Resources will not be accepted.

3. Personal Interviews

After initial screening of all applications, selected candidates will be contacted for a personal interview with administration.

ADDITIONAL INFORMATION

This job description is not a complete statement of essential functions and responsibilities. The Glendale Unified School District retains the discretion to add or change typical duties of a position at any time.

STATEMENT OF NON-DISCRIMINATION (Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973): The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment (including sexual harassment), intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, marital or parental status, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The Board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities. The District will take steps to assure that the lack of English will not be a barrier to admission and participation in district programs. A copy of the District's Uniform Complaint Policy is available by calling (818) 241-3111, ext. 1457. Complaints alleging noncompliance with this policy of nondiscrimination should be directed to the following personnel:

Title IX Coordinator – Dr. Kelly King, 223 N. Jackson, (818) 241-3111 ext 1209, titleix@gusd.net

Section 504 Coordinator – Dr. Narineh Khemichian, 223 N. Jackson, (818) 241-3111 ext 1500, nkhemichian@gusd.net

Title II/ADA: Dr. Kelly King, 223 North Jackson, (818) 241-3111 ext 1209, kking@gusd.net