



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, ELEMENTARY SCHOOL Eligibility Pool

DESCRIPTION

The Assistant Principal, Elementary School assists the Principal in areas of instruction, student discipline, supervision, and evaluation of staff. The Assistant Principal, Elementary 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 elementary school.

QUALIFICATIONS

Education

Master's Degree required; training in the broad aspects of school administration with emphasis on elementary school administration desirable.

Credential

Valid California credential authorizing service as an elementary school assistant principal.

Experience

Five years of successful teaching experience; elementary teaching experience and curriculum development are desirable.

WORK YEAR

205 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 \$114,513.06 to \$132,539.46.

ESSENTIAL FUNCTIONS

1. Assists with the development and implementation of the Local Control Accountability Plan, Board Policies, and Single Plan for Student Achievement (Site Plan) to address equity and opportunity gaps for all students.
2. Assumes the duties of the Principal in their absence.
3. Assists the overall campus management, student services, development of new instructional programs, after school programs, and community affairs.
4. Supports school leadership teams, School Site Council, and English Learner Advisory Committee in developing long and short-range plans for academic achievement.
5. Supervises and monitors the instructional program providing development, support, guidance, and evaluation to build the capacity of teachers in implementing effective teaching strategies to ensure the academic achievement of all student groups, to include students who are English learners, socio-economically disadvantaged, special needs (on IEPs or 504 plans), and/or receive services for foster or homeless youth.
6. Is an active member of the school's Instructional Leadership Team.
7. Assists in interpreting and implementing the school and District's programs, policies, and procedures.
8. Serves as a culturally relevant and responsive resource to the school, parents, and students.
9. Visits classrooms and school activities, and participates in the supervision and evaluation of teachers and other staff members.
10. Plans, supervises, and directs all student activities and the use of school facilities.
11. Provides leadership for IEP, 504, and SST meetings to address students' academic, behavioral, and/or social-emotional needs and close opportunity gaps.
12. Assists with the selection, dissemination, and use of instructional materials, methods, and textbooks.
13. Coordinates the school testing program.
14. Assists the Principal in the selection of staff members.
15. Collaboratively implements a plan for school-wide Positive Behavior Support and Restorative Practices that encourage students to set goals and monitor their own behavior.
16. Implements the District-approved program of California State Standards instruction in accordance with the needs of students.
17. Assumes responsibility for the general supervision and discipline of students within the school in alignment with District policy and restorative practices.
18. Acts as a liaison in matters between the school and the District office.
19. Assumes responsibility for maintaining a safe and healthy school environment that is conducive to optimum growth and learning, including the development of the Safe School Plan.
20. 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.
21. Assumes responsibility for personal and professional growth.
22. 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 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 academic 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 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