



NOTICE OF VACANCY

Human Resources
602 Orchard Street, Arroyo Grande, CA 93420
(805) 474-3000, ext. 1194

March 3, 2025

CERTIFICATED MANAGEMENT NOTICE OF VACANCY

AREA ADMINISTRATOR NIPOMO HIGH SCHOOL 2025-2026 SCHOOL YEAR

We are now accepting applications for the following Certificated Management position(s) beginning in the 2025-2026 school year.

POSITION(S): Area Administrator - Nipomo High School

REQUIREMENTS:

- Possess a valid California teaching, special education, or pupil personnel credential
- Hold a valid California Administrative Services Credential or proof of eligibility authorizing service as a school administrator
- Bachelor Degree
- Recent, relevant educational leadership experiences at a school site
- Three years or more of successful teaching experience

WORK DAYS: 213 days, 1.0 FTE

SALARY: Annual entry level salary placement from \$117,874 to \$138,572 for a full time position;
Salary prorated based on actual start date, FTE, and prior experience.
[2023-2024 Certificated Management Salary Schedule](#) (Current Salary Schedule)

HEALTH BENEFITS: Certificated Management Plan Rates and Summaries for 2025-2026 will be available approximately April 2025. For a point of reference, interested parties can review 2024-2025 plan rates here: [Certificated Management Plan Rates and Summaries for 2024-2025](#)

PROCEDURE FOR APPLICATIONS:

- All interested outside applicants may complete an online application via Frontline and include a letter of interest, resume, three (3) current, signed letters of recommendation, and verification of valid credentials/certifications.
<https://www.applitrack.com/LMUSD/onlineapp/>
- All interested current LMUSD employees may apply via the [Internal LMUSD Employee Application Form](#). Candidates are required to include a Letter of Interest, a Resume, and (3) three Letters of Recommendation and proof of eligibility.

APPLICATION DEADLINE: Applications and supporting documents must be submitted on or before Monday, March 17, 2025 by 4:00pm.

The provisions of this Notice of Vacancy do not constitute a contract expressed or implied and any of the provisions contained herein may be modified or revoked without notice.

**LUCIA MAR UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES**

602 F Orchard Street, Arroyo Grande, CA 93420 805-474-3000

**CERTIFICATED MANAGEMENT
JOB DESCRIPTION**

DATE: **September 17, 2013**
TITLE: Area Administrator
SALARY RANGE: Range 24, Certificated Management Salary Schedule
WORK YEAR: 213 Days

DESCRIPTION:

Under the direction of the School Principal and/or the Assistant Principal, the Area Administrator shall be responsible to assist in the administration of the secondary school facility; to plan, develop, organize, coordinate, and supervise the student attendance, behavior management, counseling and guidance, site safety and security, and extracurricular activity programs; to assist in the planning, development, and implementation of site, instructional, and operational goals and objectives, and in the evaluation of the effectiveness of educational programs; and to do other related functions as needed.

MINIMUM REQUIRED QUALIFICATIONS:

- Credential: Possess a valid California teaching, special education, or pupil personnel credential, and hold a valid California School Administration credential or certificate of eligibility authorizing service as a school administrator.
- Education: A Bachelor's degree or higher from an accredited college or university.
- Experience: Recent, relevant educational leadership experience at a school site
Three or more years of successful teaching experience
- Additional: Possess a valid California driver's license

PREFERRED:

- Experience: A combination of relevant educational leadership experiences at the middle school or high school level.
- Additional: Bilingual: English/Spanish.

DUTIES AND RESPONSIBILITIES:

1. Enforces the student discipline program, including advising, counseling and assisting in instructional, support, and ancillary personnel in problem solving activities pertaining to student behavior management, shaping, and control problems, and in the determination of alternative problem solutions.
2. Assists with reviewing, auditing, and evaluating student attendance processes and procedures, and as necessary recommends revisions to the process to ensure effective and efficient operational mode.
3. Assists with planning, organizing, and coordinating the campus supervision, activity, and student supervision and control programs.
4. Supervises school activities, including athletic and social events, and coordinates the assignment of certificated staff to assist in such supervision.
5. Attends job-related meetings as required.
6. Performs needs assessments, feasibility planning, and a variety of other research and development functions and activities as assigned.
7. Assists with coordinating site safety programs.
8. Assists in development and implementation of staff motivational strategies, and professional growth functions and activities as assigned.
9. Coordinates the use of school facilities.
10. Assists in the planning, organization, and conduct of a comprehensive student body activity program, including co-curricular activities as assigned.
11. Assists in the supervision of building and grounds maintenance.
12. Assists District administration in curriculum development, articulation, student personnel problems, and testing programs. Collaborates with the Assistant Principal in the planning, organization, and coordination of an instructional support program, including pupil services, instructional materials development, storage, and retrieval systems, and a variety of other related activities as assigned.
13. Responsible for school employee evaluations, as directed, including valid and constructive suggestions for improvement and follow through with those suggestions.
14. Serves on appropriate committees and organizations to assure the interests of the school are properly represented.

15. Establishes and maintains effective working relationships with parents, community members, outside agency personnel and other interested school stakeholders.
 16. Serves as a school and/or District representative to the parents' club and school site council, ELAC, or other committees, when assigned.
 17. Promotes positive staff morale and commitment; respects and maintains confidentiality; achieves positive staff relations by maintaining effective communication with teachers, aides, clerks, and administrators.
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ESSENTIAL JOB FUNCTIONS:

- A. **PHYSICAL:** Employee in this position must have the ability to:
 1. Walk, stand, and/or sit for extended periods of time.
 2. See and read printed matter with or without vision aids.
 3. Hear and understand speech at normal levels.
 4. Speak English so that others may understand at normal levels.
 5. Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 30 pounds to waist height.
 6. Able to correctly perform CIT restrained when required.
- B. **MENTAL:** Employee in this position must have the ability to:
 1. Concentrate on a single task for up to two (2) hours at a time.
 2. Learn quickly and adapt to a variety of technology, machinery, instructions, and task methods.
 3. Meet deadlines in terms of work assignment schedules.
 4. Speak and write in a clear, concise manner.
- C. **SOCIAL:** Employee in this position must have the ability to:
 1. Interact daily in person with other members of the school district, community agencies, school staff, parents, and students, and possess comfortable interpersonal skills and cooperative attitudes.
 2. Convey an understanding, patient attitude toward students, parents, other staff and members of the community.
 3. Maintain the privacy of confidential information including employee information, student information, etc.
 4. Because of the time urgent nature of duties and because the work product of the position is interdependent with that of other staff, consistent attendance is required.

NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

Mandatory Child Abuse Reporter: This position is designated as a Mandated Reporter. The Behavior Specialist shall report in accordance with California state regulations who observe, have actual knowledge, or reasonably suspect child or elder/dependent abuse or neglect to appropriate agencies.

CANDIDATE SELECTION: The Candidate selected for this position will be required to present prior to the first date of employment: 1) A social security card; 2) Proof of tuberculin risk assessment prior to the first day of hire; 3) Pass State and Federal fingerprint clearances; and 4) Complete all pre-employment training including but not limited to Child Abuse Reporting and Sexual Harassment/Abusive Conduct.

The Lucia Mar Unified School District prohibits unlawful discrimination, intimidation, harassment (including sex-based harassment) or bullying based on a person's actual or perceived race; color; ancestry; nationality; national origin; immigration status; ethnic group identification; ethnicity; age; religion; pregnancy, childbirth, termination of pregnancy, or lactation, including related medical conditions and recovery; parental, family, or marital status; reproductive health decision making; physical or mental disability; medical condition; sex; sex stereotypes; sex characteristics; sexual orientation; gender; gender identity; gender expression; veteran or military status; or genetic information; or association with a person or group with one or more of these actual or perceived characteristics. For questions or complaints, contact Equity Compliance Officer and Title IX Coordinator: Jennifer Handy, Assistant Superintendent of Human Resources at 602 Orchard Street, Arroyo Grande, California, 93420. Phone: 805-474-3000 ext. 1190 Email: jennifer.handy@lmusd.org

ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF THE LUCIA MAR UNIFIED SCHOOL DISTRICT
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AN EQUAL OPPORTUNITY EMPLOYER