



## NOTICE OF VACANCY

Human Resources  
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March 26, 2025

### **CERTIFICATED MANAGEMENT NOTICE OF VACANCY ASSISTANT PRINCIPAL, MIDDLE SCHOOL PAULDING MIDDLE SCHOOL 2025-2026 SCHOOL YEAR**

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

**POSITION(S):** Assistant Principal, Paulding Middle School

**REQUIREMENTS:**

- Valid California teaching, special education or pupil personnel credential and a valid California School Administration credential or certificate of eligibility authorizing service as a school administrator
- Recent, relevant educational leadership experiences at a school site
- Three or more years of successful teaching experience
- Valid California driver's license authorizing the use of a vehicle in the State of California
- For additional requirements please see the attached job description

**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 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 Certificated Employee Application Form](#). Candidates are required to include a Letter of Interest, a Resume, and (3) three Letters of Recommendation.

**APPLICATION DEADLINE:** Application and materials are due on or before Wednesday, April 16, 2025 by 4:00pm.

**Interviews will be held on Tuesday, April 29, 2025.**

*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.*

REVISED DATE: January 8, 2013  
TITLE: **Assistant Principal, Middle School**  
SALARY RANGE: Range 24, Certificated Management Salary Schedule

#### JOB SUMMARY

Under the direction of the School Principal, the Assistant Principal 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 extra-curricular 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 personnel performance; and to do other related functions as directed. The Assistant Principal will serve as the leader of the site in the absence of the Principal.

#### QUALIFICATIONS

- a. Required:
1. Possess a valid California teaching, special education, or pupil personnel credential, and a valid California School Administration credential authorizing service as a school administrator.
  2. Possess a Bachelor Degree.
  3. Recent, relevant educational leadership experiences at a school site.
  4. Three or more years of successful teaching experience.
- b. Desirable:
1. A combination of relevant educational leadership experiences at the middle school or high school level.
  2. Bilingual (Spanish).
  3. Previous experience developing school site master schedules.

#### GENERAL DUTIES AND RESPONSIBILITIES

1. Develops, enforces, and coordinates 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. Reviews, audits, and evaluates student attendance processes and procedures, and as necessary recommends revisions to the process to ensure effective and efficient operational mode.
3. Plans, organizes, and coordinates the campus supervision, activity, and student supervision and control programs; assumes the responsibility for the supervision of school activities, including evening and weekend athletic and social events, and coordinates the assignment of certificated staff to assist in such supervision.
4. Plans, organizes, and evaluates 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
5. Assists with supervision and evaluation of certificated and classified staff.
6. Creates the school Master Schedule in consultation with Principal and appropriate District-level administration.
7. Attends job-related meetings as required.
8. Performs needs assessments, feasibility planning, and a variety of other research and development functions and activities as assigned.
9. Coordinates site safety programs.
10. Serves as a liaison to public safety and youth service agencies in resolving student management and control problems and student attendance and welfare problems.
11. Reviews, audits, and evaluates instructional and non-instructional personnel performance as assigned and provides technical performance evaluation input according to District policies, procedures, and employee bargaining agreement requirements, as assigned.
12. Assists in development and implementation of staff motivational strategies, and professional growth functions and activities as assigned.
13. Coordinates the use of school facilities.
14. Works closely with the athletic director (if applicable) regarding student eligibility, coaching assignments, and CIF or athletic league matters.
15. Assists in the planning, organization, and conduct of a comprehensive student body activity program, including co-curricular activities, budget planning and expenditure control, and student government functions and activities as assigned.
16. Assists in the site budget planning and expenditure control process.

17. Assists in the supervision of building and grounds maintenance.
  18. Assists District administration in curriculum development, articulation, student personnel problems, and testing programs. Has responsibility for 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.
  19. Serves on appropriate committees and organizations to assure the interests of the school are properly represented.
  20. Establishes and maintains effective working relationships with parents, community members, outside agency personnel and other interested school stakeholders.
  21. Serves as a school and/or District representative to the parents' club and school site council, ELAC, or other committees, when assigned.
  22. Promotes positive staff morale and commitment; respects and maintains confidentiality.
  23. Achieves positive staff relations by maintaining effective communication with teachers, aides, clerks, and administrators.
  24. Follows and implements District policies.
  25. Completes other related duties as assigned by the School Principal and/or the Superintendent or designee.
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#### OTHER ESSENTIAL JOB FUNCTIONS:

Physical: Employee in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk for extended periods of time.
3. See and read printed matter with or without vision aids.
3. Hear and understand speech at normal levels.
4. Speak 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 restraint when required.

Mental:

1. Able to concentrate on a single task for more than two (2) hours at a time.
2. Able to learn quickly and adapt to a variety of machinery, instructions, and task methods.
3. Able to meet deadlines in terms of work assignment schedules.

Social:

1. Interact daily in person with other members of the school district, school staff, parents, and students, and possess comfortable interpersonal skills and cooperative attitudes.
2. Because of the time urgent nature of duties and because work product of position is interdependent with that of other staff, consistent attendance is required.
3. Convey an understanding, patient attitude toward other staff.
4. Maintain the privacy of confidential information.

#### SUPERVISION

Under the direct supervision of the school Principal.

*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 Athletic Director 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 test 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 Board of Education prohibits discrimination of job applicants on the basis of race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, mental condition, veteran status, gender, and the actual or perceived sexual orientation.

ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF THE LUCIA MAR UNIFIED SCHOOL DISTRICT AND MAY BE REVIEWED BY BUT CANNOT BE RETURNED TO THE APPLICANT.