



## NOTICE OF VACANCY

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

December 19, 2025

### CERTIFICATED MANAGEMENT NOTICE OF VACANCY PRINCIPAL, ELEMENTARY 2026-2027 SCHOOL YEAR

We are now accepting applications for the following Certificated Management position beginning in the 2026-2027 school year.

**POSITION(S):** [Principal, Elementary - Fairgrove Elementary](#)

**REQUIREMENTS:**

- Valid California teaching, special education, or pupil personnel credential
- Valid California Administrative credential authorizing service as a school administrator
- Valid CLAD/BCLAD/EL Authorization
- Three years or more of successful teaching experience
- A combination of relevant administrative and educational leadership experiences, as determined by the School District to be appropriate for the leadership responsibilities of the position
- Possess a strong curriculum background
- See Job Description for additional information

**WORK DAYS:** 215 days, 1.0 FTE

**SALARY:** Annual entry level salary placement from \$126,242 to \$147,795 for a full time position;  
Salary prorated based on start date, and FTE.

**HEALTH BENEFITS:** [Certificated Management Plan Rates and Summaries for 2025-2026](#)  
*Benefit rates and summaries for 2026-2027 will be available May 2026 (tentative)*

**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/>

**APPLICATION DEADLINE:** Applications and materials are due on or before Monday, January 21, 2026 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.*

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The Lucia Mar Unified School District prohibits unlawful discrimination, intimidation, harassment (including sexual 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 marital status, pregnancy, parental status, physical or mental disability, medical condition, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, veteran status, 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 HR, 602 Orchard Ave. Arroyo Grande, 805-474-3000 ext. 1190, [jennifer.handy@lmusd.org](mailto:jennifer.handy@lmusd.org) or the 504 Coordinator: Linda Pierce, Director of Student Services, 227 Bridge St., Arroyo Grande, 805-474-3000 ext. 1189, [linda.pierce@lmusd.org](mailto:linda.pierce@lmusd.org)

**LUCIA MAR UNIFIED SCHOOL DISTRICT  
HUMAN RESOURCES**

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

**MANAGEMENT  
JOB DESCRIPTION**

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DATE: September 17, 2013  
TITLE: **Principal, Elementary School**  
SALARY RANGE: Range 26, Certificated Management Salary Schedule

**JOB SUMMARY:**

Under the direction of the District Superintendent, the Elementary School Principal shall be responsible for all aspects of the management and operation of an elementary school, to provide vision, leadership and direction for all educational, instructional, cultural, and social programs and activities, and to work with the staff, students, parents, and community to design, implement, monitor, and assess the effectiveness of every program and activity of the elementary school. The Elementary School Principal is expected to maintain a safe, caring, student-centered environment that promotes high academic and ethical standards among students and staff

**QUALIFICATIONS:**

A. Required:

1. Possess a Bachelor Degree and a valid California teaching, special education, or pupil personnel credential, and a valid California School Administration credential authorizing service as a school administrator.
2. Three or more years of successful teaching experience.
3. A combination of relevant administrative and educational leadership experiences, as determined by the School District to be appropriate for the leadership responsibilities of the position.
4. Possess a strong curriculum background.

B. Desirable:

1. Bilingual (Spanish).
2. Possess a Master's Degree.
3. Possess a strong instructional leadership background.

**JOB DUTIES AND RESPONSIBILITIES:**

1. Implements the appropriate actions delineated for the school as part of the District's plan for curriculum design and delivery; ensures high quality curriculum design and delivery; develops, implements and evaluates all curriculum delivery and matters related to the school's instructional program; coordinates curriculum development with teachers and ensures articulation with District-wide efforts.
2. Provides for an ongoing process of assessing student needs.
3. Plans/designs the appropriate staff development to support and reinforce the mission of the school and continued professional growth for faculty and staff.
4. Demonstrates leadership and support of the educational and administrative philosophies of the District.
5. Maintains ongoing two-way communication with faculty and staff to develop solidarity and support for the District's and school's long-range goals as well as the day-to-day operations.
6. Responsible for all elementary school employee evaluations, including valid and constructive suggestions for improvement of instruction and follow through with those suggestions.
7. Coordinates and provides direction/supervision for the school's co-curricular and extracurricular activities.
8. Reports to the Superintendent on growth and improvement of the elementary school academic and activities programs.
9. Establishes and maintains effective working relationships with parents, community members, outside agency personnel and other interested school stakeholders.
10. Serves as a school and District representative to parents; club, school site council, and other committees.
11. Maintains the accuracy and integrity of the school budget; assures proper use and distribution of monies allocated to the site from categorical programs, special projects, and grant funds, as well as those monies generated through Associated Student Body Activities.
12. Promotes positive staff morale and commitment; acknowledges accomplishments of colleagues and subordinates; achieves positive staff relations by maintaining effective communication with teachers, aides, clerks, and administrators.
13. Respects and maintains confidentiality.

14. Strives to continually improve management and administration skills and abilities, including attending college courses, workshops, training seminars, and professional conferences.
15. Keeps aware of educational/personnel trends and developments and employs such information in the school program.
16. Works closely and cooperatively as a member of the District management team.
17. Prepares annual reports including the School Site Plan, School Safety Plan, and other plans as directed.
18. Serves on district and school committees.
19. Follows and implements District policies.
20. Other related duties as assigned by the Superintendent.

**ESSENTIAL JOB FUNCTIONS:**

**A. 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 aides.
4. hear and understand speech at a normal levels.
5. speak so that others may understand at normal levels.
6. stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry up to 30 pounds to waist height.
7. able to correctly perform CIT restraint when required.

**B. MENTAL:** Employee in this position must have the ability to:

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.

**C. SOCIAL:** Employee in this position must have the ability to:

1. interact daily in person with other members of the District, County Office, personnel, vendors, and other business representatives; and possess comfortable interpersonal skills and cooperative attitudes.
2. because of the time-urgent nature of duties and because the work completed by the person in position is interdependent with that of other staff, consistent attendance is required.
3. convey an understanding, patient attitude toward other students, parents, staff and members of the community.
4. maintain the privacy of confidential information.

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*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 position 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.

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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.

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***AN EQUAL OPPORTUNITY EMPLOYER***