



# NOTICE OF VACANCY

Human Resources  
602 Orchard Street, Arroyo Grande, CA 93420  
(805) 474-3000, ext. 1190

April 28, 2026

**CERTIFICATED MANAGEMENT NOTICE OF VACANCY**  
**ASSISTANT PRINCIPAL, ELEMENTARY (ELOP)**  
**STUDENT SERVICES**  
**2026-2027 SCHOOL YEAR**

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

**POSITION(S):** [Assistant Principal, Elementary - Extended Learning Opportunities Program \(regional assignment\)](#)

**Contract Status:**

- Non-tenured candidates: Probationary 1
- Tenured candidates: Maintain their current contracted tenure status

**REQUIREMENTS:**

- Valid California Teaching Credential or Pupil Personnel Services Credential
- Valid California Administrative Credential or proof of eligibility authorizing service as a school administrator
- Recent, relevant educational leadership experience at a school site
- See Job Description for additional information

**WORK DAYS:**

209 days, 1.0 FTE

**WORK HOURS:**

8 hours/day - Actual schedule may vary depending on day and may include before school and/or after school hours.

**JOB SUMMARY:**

Under the direction of the Coordinator, Extended Learning, this Elementary Assistant Principal shall be responsible to assist in the administration of the elementary 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 Elementary Assistant Principal will serve as the leader of the site in the absence of the Principal. A portion of the Assistant Principal's duties will additionally consist of support for our Expanded Learning Opportunities Program, including support for registration for before/after school programs and support and oversight for programs running at various sites.

**SALARY:**

Annual entry level salary placement from \$110,301 to \$130,701 for a full time position;  
Salary prorated based on start date, FTE, prior experience.

[2024-2025 Certificated Management Salary Schedule](#)

**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/>
- All interested current LMUSD employees may apply via Frontline <https://www.applitrack.com/LMUSD/onlineapp/>. Candidates are required to include a Letter of Interest, a Resume, and (3) three Letters of Recommendation.

**APPLICATION DEADLINE:**

**Applications and supporting documents must be submitted on or before May 12, 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.*

**REVISED DATE:** May 17, 2022  
**TITLE:** Assistant Principal - Elementary  
**SALARY RANGE:** Range 21, 209 work days

**EXEMPTION STATUS:** Exempt - Administrative Exemption – FLSA

### JOB SUMMARY

Under the direction of the School Principal and the Coordinator of After School Programs, the Elementary Assistant Principal shall be responsible to assist in the administration of the elementary 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 Elementary Assistant Principal will serve as the leader of the site in the absence of the Principal. A portion of the Assistant Principal's duties will additionally consist of support for our Expanded Learning Opportunities Program, including support for registration for before/after school programs and support and oversight for programs running at various sites.

### QUALIFICATIONS

- a. Required:
1. Possess a valid California teaching, special education, or pupil personnel credential.
  2. Possess a valid California School Administration credential authorizing service as a school administrator.
  3. Possess a Bachelor's Degree.
  4. EL Authorization.
  5. Recent, relevant educational leadership experiences at a school site.
  6. Ability to effectively communicate with students, parents and other staff members.
- b. Desirable:
1. A combination of relevant educational leadership experiences at the elementary level.
  2. Bilingual (Spanish).

### 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 during the school day and with after school programs.
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 events, and coordinates the assignment of certificated staff to assist in such supervision during the school day and with after school programs.
4. Assists with supervision and evaluation of certificated and classified staff; including supervision of building and grounds maintenance.
5. Performs needs assessments, feasibility planning, and a variety of other research and development functions and activities as assigned at school site and after school programs.
6. Assist with site safety programs.
7. Serves as a liaison to public safety and youth service agencies in resolving student management and control problems and student attendance and welfare problems during the school day and with after school programs.
8. 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.
9. Assists in development and implementation of staff motivational strategies, and professional growth functions and activities as assigned during the school day and with after school programs.
10. Coordinates the use of school facilities during the school day and with after school programs.
11. Assists in the site budget planning and expenditure control process during the school day and with after school programs.
12. 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 during the school day and with after school programs.
13. Serves on appropriate committees and organizations to assure the interests of the school are properly represented.
  14. Establishes and maintains effective working relationships with parents, community members, outside agency personnel and other interested school stakeholders.
  15. Serves as a school and/or District representative to the parents' club and school site council, or other committees, when assigned.
  16. Promotes positive staff morale and commitment; respects and maintains confidentiality during the school day and with after school programs.
  17. Achieves positive staff relations by maintaining effective communication with teachers, aides, clerks, and administrators during the school day and with after school programs.
  18. Follows and implements District policies during the school day and with after school programs.
  19. Completes other related duties as assigned by the School Principal and/or the Superintendent or designee.
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## SUPERVISION

Under the direct supervision of the school Principal and the Coordinator of After School Programs.

## 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 0-30 pounds to waist height.

### Mental:

1. Able to concentrate on a single task for up to three (3) 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.

*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.*

The Lucia Mar Unified School District prohibits discrimination, intimidation, harassment (including sexual harassment) or bullying based on a person's actual or perceived ancestry, color, disability, race or ethnicity, religion, gender, gender expression, gender identity, immigration status, national origin, sex, sexual orientation, 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)

***AN EQUAL OPPORTUNITY EMPLOYER***