



The San Mateo Union High School District invites applicants for the position of

Principal - Burlingame High School

- Application Deadline: May 13, 2022
- Interview Date: May 18, 2022 - First Round; Second Round Interview Date: May 20, 2022
- Starting Date: July 1, 2022

Position Profile

Under the direction of the Superintendent, the Principal has full responsibility for the organization, supervision, and administration of this outstanding comprehensive high school.

Application Process

Apply online through www.edjoin.org, include a cover letter stating qualifications, experience, and reasons for seeking this position; resumé; two letters of recommendation – one of which should be from your current or former supervisor.

Work Year

Twelve Months: 221 work days, 16 scheduled holidays, and 24 non-work days

Salary Range

Administrative Salary Schedule Range 7: \$184,470—\$219,277 and \$3,080 for a doctorate, plus excellent benefits package with District-paid premiums valued at approximately up to \$25,709/yr. (family medical, dental and vision; life; long-term disability and an Employee Assistance Program).

Essential Functions

The Principal, as lead administrator and instructional leader, shall:

- Build, lead, and communicate a comprehensive and inclusive vision for student learning
- Demonstrate knowledge and skill necessary to lead and manage a diverse and complex school
- Maintain advocacy for the academic success of all students
- Encourage teachers to meet the needs of all students
- Support collaborative planning, implementation, and momentum of school improvement
- Augment the continuous growth of faculty and staff members through a comprehensive professional development program
- Provide continuous evaluation and assessment of programs, personnel, and organizational structure
- Direct, supervise, and evaluate all staff members
- Communicate District policy to the total community served by the school

- Possess the qualities needed to be quickly accepted as the school's instructional leader by the school staff, community, District administrators, and Board of Trustees
- Possess a broad understanding of modern-day instructional testing and assessment methods
- Provide a positive outlook on the role of public education
- Work harmoniously with parents of all backgrounds
- Inspire the school community
- Other related duties as assigned

Qualifications: Education/Training/Experience

- Valid California Administrative Services Credential
- Three years of high school teaching preferred
- Master's and/or doctorate degree preferred
- Demonstrated leadership skills within the past five years
- Budget management preferred
- Experience in working effectively with staff to improve the teaching-learning process
- In-depth knowledge of instructional procedures, techniques, and materials
- Experience in developing and implementing effective procedures for the evaluation of educational programs of certificated and classified personnel
- Excellent verbal communication and writing skills

Physical Demands/Working Conditions With or Without Reasonable Accommodations

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes

hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

San Mateo Union High School District

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650-558-2299 | www.smuhsd.org

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