

**CERTIFICATED
MANAGEMENT**



Santa Maria Joint Union High School District
2560 Skyway Dr.
Santa Maria, California 93455
(805) 922-4573 Ext. 4303 or 4301
www.smjuhsd.org

DATE:

December 19, 2025

POSITION(S):

Santa Maria High School - Principal

STATUS:

Certificated Management

REQUIRED
QUALIFICATIONS:

- Current Valid Clear Administrative Credential
- Current Valid Single Subject Credential or PPS Credential
- High School Administrative Experience – 5 Years minimum
- Classroom Teaching Experience
- Valid California Driver's License & Evidence of Insurability

DESIRED
QUALIFICATIONS:

Proven Ability to successfully plan, lead, and implement school site/district systems/initiatives that have positively impacted student outcomes. Proven ability to collaborate with site, district administration, and other stakeholders. Proven ability to administer, evaluate and collaborate with certificated and classified staff. Successful experience in a multicultural setting.

EFFECTIVE:

July 1, 2026

APP. DEADLINE:

Monday, February 9, 2026; 11:59 PM or until filled
(Interviews scheduled for February 17, 2026 & February 18, 2026)

SALARY:

\$184,015 – \$205,920

WORKDAYS:

221 Days

APPLICATION:

Please submit applications:
<https://www.applitrack.com/smjuhsd/onlineapp/>
cover letter, application, resume, copies of credential/s, transcripts, and a minimum of three current (less than 1 year old) letters of recommendation

CONTACT PERSON:

Kevin Platt, Assistant Superintendent of Human Resources
kplatt@smjuhsd.org

JOB DESCRIPTION:

See attached.

PRINCIPAL

BASIC FUNCTION:

Under direction of the Cabinet and Executive Director, the Principal directs and oversees the instructional programs and personnel using leadership strategies to ensure that safety, diversity, inclusion, and equity exist for all students, are part of all educational programs and at the core of decision making for a comprehensive high school.

REPRESENTATIVE DUTIES:

- Plan, organize, control, direct and evaluate instructional activities, extracurricular events, and special programs at a comprehensive high school; confer with district personnel regarding staff, programs, students, finances and legal requirements; implement, modify and evaluate the school's mission, vision, goals, objectives and programs as needed. *E*
- Interview, select, direct, evaluate and supervise certificated and classified personnel; assign faculty and staff as appropriate to meet school objectives. *E*
- Direct and participate in a planned program of classroom visitations and observations; recommend discipline, reassignment or termination action as appropriate; document evidence of substandard performance. *E*
- Enforce applicable state and district codes, policies and laws; administer, monitor and evaluate district and school site discipline policies and safety programs. *E*
- Plan and direct the business and fiscal operations of school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials. *E*
- Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate district administrators; communicate with teachers to ensure instructional programs meet student needs and district requirements. *E*
- Establish, coordinate and maintain communication with school community. *E*
- Prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate. *E*
- Conduct articulation activities with feeder schools and other district high schools; develop and direct an orientation program for new students. *E*
- Plan, implement, direct and evaluate instructional and categorical programs in accordance with state and federal laws, district regulations and other specially funded program requirements. *E*
- Assure the health, safety and welfare of students; oversee attendance, behavior management, counseling, guidance and other support services; provide individual academic and personal counseling to students and parents. *E*
- Supervise, direct or attend a variety of student activities during the day or evening. *E*
- Direct the implementation of staff development and in-service training; update staff on revised policies and procedures and implement changes. *E*
- Attend, conduct and chair a variety of meetings with faculty and classified staff, parents and community representatives; coordinate and meet with school site advisory groups; conduct student/parent appeals; respond to and resolve parent, student and staff complaints; represent the school at Board, district and community functions. *E*
- Direct the preparation and maintenance of a variety of district, county, state and federally mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and certification for graduation. *E*
- Direct the maintenance of comprehensive and complex files pertaining to school personnel, plant facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site. *E*
- Perform related duties as assigned. *E*

KNOWLEDGE OF:

Organization, activities, goals and objectives of a comprehensive high school or school of comparable size and complexity
School law administration and applicable sections of the Education Code and other applicable laws
State and local curriculum requirements
Instructional standards and faculty requirements
Board and district policies, procedures and regulations
Labor relations law and employee contracts
Budget preparation and control
Principles and practices of administration, supervision and training
Interpersonal skills using tact, patience and courtesy
Basic computer operation

ABILITY TO:

Organize, coordinate and administer assigned programs and activities related to student discipline, attendance, curriculum and instruction at a comprehensive high school
Conduct administrative duties involving student conduct, curriculum development and school operations as assigned
Direct, train, evaluate and supervise assigned certificated and classified staff
Direct activities regarding personnel, budget, student services and activities, curriculum and instruction, and communications and articulation
Establish, coordinate and maintain communications with community and parent groups
Plan, implement, evaluate and modify instructional and categorical programs in accordance with applicable laws
Plan and organize work
Analyze situations accurately and adopt an effective course of action
Complete work with many interruptions
Read, interpret, apply and explain rules, regulations, policies and procedures
Communicate effectively both orally and in writing
Prepare and deliver oral presentations

EDUCATION AND EXPERIENCE:

Bachelor's Degree required
Master's Degree in Education preferred
Successful Assistant Principal experience required
Successful Principal experience preferred
Successful secondary classroom teaching experience preferred
Successful experience in a multicultural setting preferred

LICENSES AND OTHER REQUIREMENTS:

Valid Clear Administrative Services Credential or equivalent required
Valid Clear Single Subject or PPS Credential required (or equivalent)
Valid California Driver's License & Evidence of Insurability

WORKING CONDITIONS:

Office environment and outside supervising students; constant interruptions
Driving to off-site locations to conduct work
Supervision responsibilities during the day and evening outdoors
Seeing, hearing and speaking to conduct work