Who We Are
The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, every year serving more than 55,000 students who speak more than 44 documented languages in our 131 schools across the city of San Francisco. We aim to provide each student with an equal opportunity to succeed by promoting intellectual growth, creativity, self-discipline, cultural and linguistic sensitivity, democratic responsibility, economic competence, and physical and mental health so that each student can achieve his or her maximum potential. Every day in our quest to achieve this mission we place access and equity, student achievement, and accountability at the forefront of every child’s education.

What It Means to Work Here
The San Francisco Unified School District’s strategic plan, “Impact Learning. Impact Lives.” places access and equity, student achievement, and accountability at the forefront of every child’s education. The ideas and actions in the plan focus on one central idea: every child has the right to be well-educated. SFUSD hires teachers and other credentialed professionals who are committed to delivering rigorous instruction to all students, continuous learning and improvement, creating a culturally responsive classroom environment, and building meaningful connections with families and the community.

As a San Francisco public school educator, you will have the opportunity to work with a diverse group of students alongside supportive and talented colleagues. You will be an integral part of the district’s effort to ensure that every student who enrolls in our schools will graduate ready for college, career, and life.

Who We Want
We want talented people from diverse backgrounds and experiences, who are inspired by our mission steeped in equity, and who are motivated to unleash our children’s potential. We want people who are strong collaborators, skilled communicators, problem solvers and who are comfortable in a community of continuous learning.

Under the general direction of the principal, assists in the management and supervision of the educational process at an elementary; assists in the selection, training and supervision of certificated and classified staff; assists in the preparation and administration of the school or site budget to ensure alignment with student learning goals of the Site Balanced Scorecard; and performs related duties as required.

Assists the principal in providing educational leadership. The work of the assistant principal is aligned with the district’s strategic plan - Impact Learning. Impact Lives - keeping our promise by taking responsibility for diminishing the predictive power of demographics. The assistant principal is committed to working with their site’s principal closing the existing achievement gap and promoting the achievement of all students through focused attention on three core areas: Access and Equity, Achievement, and Accountability.

The assistant principal understands that access and equity are at the heart of making social justice a reality. The importance of every child graduating from high school prepared for college, careers, and the 21st Century. The assistant principal is thoroughly familiar with principles of child, early adolescent, and
educational psychology; California Core Curriculum and Content Standards; equity-centered professional learning communities; 21st Century curriculum; cultural and linguistic responsive pedagogy; assets/strength-based models of education through behavioral and academic Response to Instruction and Intervention (RTI2) approaches; and restorative justice/practices models to ensure and enhance student/staff wellbeing and safety.

Supervision Exercised: The position may provide direct supervision to the teachers, coaches, classified support staff, volunteers, and interns as directed by the site principal.

**Essential Duties**

1. Assists the principal in providing transformational leadership. Supports the principal to build a high-performing school staff and leadership team that accelerates student achievement and results in measureable outcomes. Supports the principal and the school community to develop, implement, or sustain high quality and diverse programs and supports/services.

2. Supports the principal to set high personal and school performance goals. Supports the principal in facilitating the development and implementation of the site’s Balanced Scorecard that is aligned with the District’s Balanced Scorecard (BSC). Makes clear data-driven decisions while considering diverse perspectives to reach best solutions.

3. Supports the principal to provide the infrastructure for successful learning through programs and curricula that are culturally and linguistically responsive, designed to promote the District’s goals, accelerate the equitable learning experiences of focal groups of students (African-American, English Language Learner, Latino, Pacific Islander, Samoan, and special education students), and are strengths-based.

4. Supports the principal to create and sustain an equity-centered professional learning community in pursuit of equity and social justice in our classrooms and schools. Provides instructional guidance and coaching to specific staff members. Actively participates in professional development activities.

5. Assists the principal to ensure that all students receive a 21st Century education that is academically rigorous, constructivist, personalized, relevant, and engaging. Implements designated academic programs and interventions to strategically support students.

6. Assists in the maintenance of a cooperative environment where students, staff, and families flourish in a culture of service and support. Positively communicates and engages with parents, community members, and external partners.

7. Has knowledge and expertise in developing and implementing effective educational program models for English language learners.

8. Assists the principal to oversee the preparation and maintenance of a variety of reports (student attendance and progress reports, free and reduced lunch applications, work orders, budget, general accounting, balanced scorecard, staff attendance, safety plans, surveys, etc.).

9. Supports the principal to meet all District and contractual elements as they relate to the supervision and evaluation of all certificated, paraprofessional, and classified personnel. Provide evidence of regular feedback to teachers and staff. Hold self and others accountable for outcomes and results.

10. Any and all other duties as assigned by the Principal.

**Desirable Qualifications**

1. Three years of administrative experience and/or instructional coaching in an urban school or school district.

2. Bilingual/Biliterate especially in Spanish and/ or Chinese.

3. Bilingual/Spanish or Chinese Immersion Program leadership/development/implementation experience highly desired.
4. An individual that is committed to Social Justice and Equity in Public Education.
5. Knowledge of Response to Instruction and Intervention (RTI2), and Restorative Justice/Practices model and protocols.

Minimum Qualifications
1. Previous experience as a site administrator – Principal or Assistant Principal. At least five years of classroom teaching.
2. Possession of a valid California Administrative Services Credential and either a California Teaching Credential in the appropriate area or services credential with a specialization in pupil personnel, health clinical or rehabilitative, or librarian services, as required by the California Education Code, Section 44860. BCLAD or CLAD certified.

What We Offer
SFUSD offers a competitive salary commensurate with experience, and a comprehensive benefits package including dental and vision plans, disability, life insurance, flexible spending account options and vacation time. We also offer an inclusive and equity-centered environment where we encourage staff to bring their whole selves to work.

How to Apply
Go to: [http://www.sfusd.edu/jobs](http://www.sfusd.edu/jobs)

- Create an Administrative account and complete an Initial Application.
- We will contact you within 3-4 days of completing your Initial Application about next steps.
- Check back at: [www.sfusd.edu/jobs](http://www.sfusd.edu/jobs) for updates on specific job postings.
- Applicants will be contacted based on the needs of the district and current selection criteria.

For more information about SFUSD’s mission and Strategic Plan please visit [www.sfusd.edu](http://www.sfusd.edu).

For other questions, contact us at [adminrecruitment@sfusd.edu](mailto:adminrecruitment@sfusd.edu).

San Francisco Unified School District is an equal employment opportunity employer committed to maintaining a non-discriminatory work environment. SFUSD does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, or any other characteristic protected by applicable law.