

Woodburn Schools

2024-2025 Middle School Assistant Principal (6620)

JOB POSTING

Job Details

Posting ID

6620

Title

2024-2025 Middle School Assistant Principal

Description

POSITION SUMMARY:

The primary purpose of this position is to assist the principal with the organization, administration, and supervision of all aspects of the school program and operation in order to maximize the educational opportunity and academic achievement of all students. The position will be assigned to a school, but may have campus or district responsibility assigned.

SPECIAL CONSIDERATIONS:

Bilingual and Bi-cultural preferred

MINIMUM QUALIFICATIONS:

1. Master's Degree in Education or related field.
2. Background and Criminal History Clearance.
3. Valid Oregon Administrative License with Administrator Endorsement.
4. Three years successful teaching and/or administrative experience.
5. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English and Spanish or Russian, as applicable.
6. Knowledge of effective student behavior management methods including, but not limited to restorative justice practices, collaborative problem-solving, and Positive Behavior and Instructional Support Systems.
7. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
8. Excellent organizational skills for effectively managing multiple tasks.
9. Ability to understand and follow oral and written instructions.
10. Knowledge of human growth and development at assigned instructional level(s).
11. Knowledge of the principles of effective instruction and differentiated instructional methods for students with a variety of learning styles due to disabilities and varying levels of English language proficiency.
12. Knowledge of state law and regulations to ensure compliance with career technical education (CTE), International Baccalaureate (IB), Advanced Placement (AP), Talented and Gifted (TAG), and PE/Wellness program requirements.
13. Understanding of curriculum, instruction, assessment, and staff development requirements under state and federal education laws and regulations.
14. Understanding of development and implementation of strategic and school improvement planning and curriculum auditing procedures.
15. Understanding of bilingual education requirements and programs.
16. Understanding of computer assisted instruction.
17. Understanding of effective staff supervision and evaluation procedures.
18. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. In collaboration with the Student Services Department and building Principal, coordinates programs and services related to the Counselor, Social Worker, School Psychologists, Behavioral Specialists and Special Education Department.
4. In collaboration with the Student Services Department and building Principal, coordinates services and programs for students and families related to mental and physical health needs.
5. In collaboration with the Welcome Center Staff and building Principal, coordinates programs and services provided by Home School Contact.

6. In collaboration with District Safety Officer and building Principal, coordinates programs and services related to campus safety and security.
7. Seeks out and maintains community partnerships to support educational programs and student mental, behavioral, and physical health needs.
8. Assists with the implementation of an effective student discipline and attendance program and provides for a safe and orderly environment for all staff, students, and visitors.
9. Assists in monitoring the implementation of adopted curriculum standards, instructional materials, and instructional strategies. Complies with professional development activities as required by the District.
10. Actively seeks out and participates in professional development activities designed to improve professional competence.
11. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
12. Coordinates and cooperates with district administrators to provide training and staff development activities in areas of identified need.
13. Coordinates co-curricular activities and programs as directed.
14. Orients, directs, and supervises school personnel.
15. Evaluates assigned school personnel.
16. Assists in screening, interviewing, and recommending hiring of school personnel.
17. Coordinates and cooperates with district administrators to monitor and maintain compliance with state and federal law for educational programs and school operations.
18. Participates in programs to encourage parental involvement as well as inform parents and community members concerning school activities and issues.
19. Prepares reports and keeps the Principal informed with regard to school issues and programs.
20. Lifts, moves, or restrains students in accordance with Individual Education Program, Behavior Plan, and statutory guidelines.
21. Coordinates with and seeks involvement of outside agencies, including law enforcement, as needed and beneficial to the school and students.
22. Supervises or directs supervision of students and the campus at all times during school hours and school events and activities.
23. Assumes temporary responsibility of the principal in their absence.
24. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment for all school employees.
25. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and School-wide Improvement Plans.
26. Monitors student achievement results and participates in the development of the School-wide Improvement Plan to address areas needing improvement or correction.
27. Develops or assists with master teaching schedule and administration of student class scheduling procedures at both the school and campus level.
28. Leads faculty and parent advisory committees as assigned.
29. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
30. Assists parents and community members as needed.
31. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
32. Holds expectations for high performance of self and supervised staff.
33. Assesses results of performance for improvement on a regular basis.
34. Adheres to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators
35. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
36. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
37. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
38. Maintains the confidentiality of sensitive and confidential district information related to financial, collective bargaining, personnel, and legal matters.
39. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.
40. Demonstrates computer literacy and operates software programs as related to job responsibilities.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Evenings and/or extended work hours or days are often required.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
7. Occasionally performs other duties as required by supervisor.

EVALUATION:

Performance will be evaluated in accordance with applicable District Policy and Regulations concerning personnel evaluation.

TERMS OF EMPLOYMENT:

Current work year of approximately 235 days
District pays employee PERS 6% contribution
Excellent insurance package and tuition reimbursement

SPECIAL CONSIDERATIONS:

Bilingual English/Spanish preferred, but not required.
Experience with Multi-tiered Systems of Support
Experience with Dual Language programs and diversifies school communities.
Experience with Positive Behavior Intervention Supports

<i>Shift Type</i>	Full Time	<i>Salary Range</i>	\$116,976.00 to \$129,693.00
<i>Salary Code</i>	Annual	<i>Job Category</i>	Administrator
<i>External Job Application</i>	Administrative	<i>Internal Job Application</i>	Administrative
<i>Location</i>	District Office	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	01/26/2024	<i>General Start Date</i>	01/26/2024
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send</i>	No	<i>Reference Check</i>
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Reference Check

Form