

# HIGH SCHOOL ASSISTANT PRINCIPAL



## Teaching and Learning Department

### **Purpose:**

The High School Assistant Principal assists the High School Principal in setting the vision for achieving and sustaining high levels of student achievement at the school, and does so by strategically implementing the District's mission through effective leadership. The High School Assistant Principal leverages the necessary supervisory, and administrative skills to promote the educational development of each student to his/her fullest potential. Supporting a culture of excellence in teaching and learning, focusing on the achievement of all children, and supporting a vision that attends to the needs of historically underrepresented groups, the Assistant Principal assists with all elements of the academic program, co-curricular program, and physical plant management in order for all students to meet the District's highest aspirations.

**Reports to:** High School Principal

### **Nature & Scope:**

The High School Assistant Principal is the deputy instructional and administrative leader at a high school, and operates with a high level of autonomy under direction from the High School Principal. Key responsibilities within the academic program and operations of the facility are assigned to the High School Assistant Principal. The incumbent operates with guided independence, ensuring that decisions are supportive of and supported by the Principal as well as aligned with District policies, labor agreements, state regulations, and federal statutes. The incumbent has significant supervisory responsibilities and broad impact in the operation of the school environment and its academic and co-curricular goals.

### **Essential Job Functions:**

*The Assistant Principal supports the Principal in a wide variety of the Essential Job Functions below. At the discretion of the Principal, some of the Essential Job Functions below may not be included in the role of Assistant Principal.*

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Fosters a culture of learning, cultural responsiveness, and high expectations for every student and every adult.
3. Engages stakeholders in developing, implementing, communicating, monitoring, and evaluating the school/District mission and vision.

4. Develops specific strategies to improve the achievement of all students and accelerate the learning of historically underrepresented students of the District.
5. Keeps current on best practices to facilitate student achievement and professional growth of staff.
6. Facilitates teacher collaboration to promote student and organizational success.
7. Establishes a culture of college and career readiness for all students.
8. Ensures effective, timely, and ongoing professional development.
9. Follows District protocols and procedures. Assumes the responsibility for the observance and implementation of board policies and administrative regulations. Complies with state and federal requirements.
10. Implements a standards-based learning system.
11. Ensures effective instructional strategies are used to meet the needs of all learners.
12. Effectively uses student, grade-level, and department data.
13. Effectively coaches, evaluates, and supervises staff.
14. Assists with the management of budget, monitoring financial transactions of the school, and managing fiscal resources responsibly, efficiently, effectively and in compliance with District regulations.
15. Manages facility and ensures campus safety. Oversees the emergency preparedness program for the school site. Assumes responsibility for the safety of all students and personnel at the facility; exercises sound judgment and leadership in crisis situations.
16. Ensures a comprehensive athletics and activities program that engages students and teaches them life-long skills.
17. Creates accountability systems to ensure that students remain in school and graduate on time.
18. Establishes behavior expectations and ensures effective implementation for successful student achievement and staff performance, creating a safe and inclusive environment.
19. Ensures instructional time is focused on learning.
20. Facilitates time and structure for staff to focus on learning and professional responsibilities.
21. Engages in outreach to a diverse community reflective of the larger community. Actively engages parents, family, and community in meaningful collaboration. Collaborates with peers, service providers, and other stakeholder groups.
22. Models reflective learning and demonstrates resilience.
23. Ensures equitable distribution of resources to meet the instructional needs of historically underrepresented groups.
24. Encourages multiple points of view to form solutions.
25. Responds in a positive and strategic way to the social, political, and legal factors that influence student success.
26. Demonstrates integrity, sound judgment, ethical and professional behavior.
27. Maintains confidentiality in student and personnel matters.
28. Maintains effective communication and working relationships with staff, students, and parents, including those from diverse cultures or backgrounds who speak limited or no English.

29. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

### **Required Qualifications:**

1. Must have or qualify for an Oregon Administrative credential.
2. Must have at least four years experience in a supervisory or leadership capacity.
3. Must demonstrate thorough knowledge of effective instruction and knowledge of current theories of curriculum instruction and assessment.
4. Must possess excellent written and oral communication skills.
5. Must hold a valid Oregon or Washington driver's license.

### **Working Conditions:**

The High School Assistant Principal works primarily within the school building. Although the primary work is indoors, the High School Assistant Principal frequently works outdoors supervising students, in variable weather conditions including inclement weather. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases. The incumbent must be able to stand and/or walk for long periods of time, walk quickly at times, and speak and hear in loud environments.

The position involves a high level of interaction with students and families from multiple and diverse backgrounds including many who have particular or unique needs. The mental demands on the High School Assistant Principal are considerable. The incumbent must maintain control under stress, and must manage him/herself in the presence of emotionally challenging interactions with staff, students, and parents.

Regular travel to the central office or other District sites will be required as well as occasional statewide travel. Attendance at meetings or activities outside of the normal workday will also be required, including frequent, prolonged, and irregular hours including evening and weekend time.

**Work Year:** 255 days

**Bargaining Unit:** Non-represented

**FLSA Status:** Exempt

**Date Approved:** December 2015

**Date Revised:** December 9, 2015

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.