

**JEFFERSON COUNTY SCHOOL DISTRICT 509-J**  
**445 SE BUFF STREET MADRAS, OR 97741 541-475-6192**

ADVERTISEMENT FOR VACANCY  
APRIL 17, 2019  
Assistant Principal – Madras High School

**Jefferson County School District is looking for a highly qualified and successful Assistant Principal for Madras High School**

The Assistant principal should have school leadership experience with demonstrated success raising student achievement, and improving under-performing student achievement. Experience building effective teams along with exceptional coaching skills is essential. Must have strong curriculum knowledge, including implementing literacy and math strategies.

**Qualifications:**

1. Hold, or able to obtain, an Oregon Administrator License issued by Oregon TSPC
2. Record of increasingly responsible positions in education
3. Understanding of Oregon and Common Core standards and assessment, reform initiatives and the ability to use data to lead school improvement efforts
4. Proven communication skills that establish positive, collaborative working relationships with and among students, staff, parents and the community

**Preferred Qualifications:**

1. Visionary leader with successful teaching, leadership and/or administrative experience
2. Successful experience working with culturally diverse communities
3. Knowledge of the diverse community populations served by the district

**Personal Traits:**

1. JCSD leaders are authentic people with high levels of integrity; they are trustworthy, model ethical and moral behaviors and are focused on learners and learner outcomes.
2. Enthusiastically articulates, embraces, and supports the JCSD Strategic Plan.
3. Future focused vision with the courage to take risks to improve learning.
4. Keeps learners needs as the number one criteria for all learners.
5. Able to ask for and listen to stakeholders' voices.
6. Can create an organizational culture that values and rewards student success, cooperation, innovation and quality.
7. Ability to acknowledge and embrace the cultural values of our diverse communities.

**Results Orientation:**

- Sets high performance goals for themselves and others.
- Works with Principal to monitor high standards for excellence with students, teachers, staff and other stakeholders.
- Works with school resources and prioritizes activities to achieve maximum results based on goals.
- Focuses school activities on student achievement.
- Blended/online curriculum strategies

**Action Orientation:**

- Effectively plans and takes action to achieve goals and objectives.
- Consistently identifies potential issues and obstacles and proactively works with Administrative Team to create and implement solutions.

- Executes action plans despite ambiguity, obstacles or resistance.

### **Impact and Influence:**

- Establishes a culture of learning and achievement.
- Acts consistently to influence
- Communicates a clear vision of success and benefits to engage others.
- Effectively identifies and engages stakeholders (e.g. parents, community) to drive consensus, build trust and facilitate change.
- Is able to anticipate and respond to stakeholder concerns and identify and engage key influence and community resources necessary for success.
- Influences others to take action.

### **Develop and Lead High Performing Teams:**

- Works with teams to mirror vision and produce maximum results.
- Understands team strengths and weaknesses.
- Effectively engages team in decision-making.
- Encourages learning and consistently provides instruction, expectations, feedback and other development activities to encourage leadership and build capacity.
- Consistently inspires excellence and promotes high morale.

### **Planning and Problem Solving:**

- Quickly recognizes patterns and trends related to school performance.
- Analyzes complex information to formulate strategic vision and develop action plans.
- Uses qualitative and quantitative data to assess performance and drive goals and decision-making.
- Recognizes cause and effect between instructional activities and results.
- Develops effective processes to achieve desired results.

### **Confidence to Lead:**

- Consistently takes on challenging situations and believes in ability to effect change.
- Demonstrates strong commitment to others and presents ideas with confidence.
- Takes risks to achieve vision and goals, even if they deviate from the norm.
- Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action.

### **Commitment and Dependability:**

- The Assistant Principal is committed to assisting Principal, staff and students to achieve success.
- Desire to live in the community.
- High expectations for students and staff.

### **Application Process: Please apply at the following link:**

<http://jeffersonco.tedk12.com/hire>

1. Application
2. Letter of interest along with a current resume, including current contact information
3. Three current letters of recommendations to include names, titles, addresses, home and office numbers of references
4. College transcripts
5. Any other supportive materials (please do not send portfolio)

**Reference checks will be made during the screening process.  
Application materials will remain confidential.**

**Selection Timeline:** Open until filled

**Start Date:** August, 2019

**Compensation:**

1. 215 work-day contract
2. Family medical, dental and vision insurance
3. Professional development and tuition reimbursement
4. Salary: Competitive (based on experience)
5. JCSD 509-J pays the employee's portion of PERS

*Visit our District Website at: [WWW.JCSD.K12.OR.US](http://WWW.JCSD.K12.OR.US)*

***Jefferson County School District is an Equal Opportunity Employer***

Equal employment opportunity and treatment shall be practiced by the Jefferson County School District 509-J regardless of Race, color, national origin, religion, sex, age, sexual orientation, marital status, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.