

# GLADSTONE SD 115

## Assistant Principal - Middle School (151)

### JOB POSTING

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#### **Job Details**

<i>Title</i>	<b>Assistant Principal - Middle School</b>
<i>Posting ID</i>	<b>151</b>
<i>Description</i>	Work Year: 225 Day Contract Supervised by: Principal Classification: Administrator  Application Deadline: May 15, 2017  Start Date: July 1, 2017

#### **General Description of the position:**

The assistant principal will provide assistance to the principal for the overall leadership and administration of the building, and as such, assumes responsibility for all aspects of the school program. As assigned, the assistant principal will use necessary leadership, supervisory and administrative skills so as to promote the educational development of each student to his/her fullest potential. Independent judgment and decision-making is required in matters not having established rules, regulations or policies.

#### **Minimum Qualifications:**

- A Master's Degree plus proper certification in educational administration.
- The appropriate State of Oregon license.
- Successful experience in classroom teaching and/or administration.
- Strong interpersonal skills with demonstrated ability to successfully work with teachers in a collaborative coaching/mentoring role.
- Experience working with teachers effectively in staff development.

#### **Essential Functions:**

1. Regular attendance and punctuality.
2. Supervises students in all school related activities; e.g., transportation to and from school, playground, in building and classrooms and cafeteria.
3. Assists teachers, principal and parents in promoting positive student behavior and discipline.
4. Establishes and maintains effective relationships with students, parents and teachers to promote quality instruction and a healthy school climate.
5. Communicates and collaborates with students, parents, teachers, staff, community and when appropriate, other agencies to promote an open and participatory school environment.
6. Promotes student activities to foster a healthy and productive learning environment.
7. Understands and adheres to crisis/safety management and school law.
8. Has knowledge of a variety of strategies/interventions for use with students that display behavior issues or academic concerns.
9. Demonstrates a leadership style that includes regular classroom visits and places emphasis on personal involvement in the instructional programs.
10. Coordinates or implements staff development in best practices.
11. Understands and promotes sound principles of instruction.
12. Matches resources to identified needs.
13. Provides leadership in the implementation of PBIS in the building and throughout the district.

14. Assists in staff supervision and provides support which encourages staff growth, development and performance.
15. Assists in the supervision and evaluation of personnel assigned to the building.
16. Helps to identify staff whose performance is not consistent with District Performance Standards and assists in the development of appropriate plans of improvement or assistance.
17. Delegates responsibility and authority to appropriate personnel.
18. Administers those provisions of the negotiated agreements which are applicable at the building level.
19. Maintains a system to assure that the safety and health needs of students are met in a timely manner.
20. Administers the Student Code of Conduct in a consistent manner.
21. Manages student attendance within school guidelines, District policy, and the Oregon Revised Statutes.
22. Maintains high ethical standards in matters involving confidentiality.
23. Assists in the school-community relations program as directed.
24. Practices effective two-way communication with staff, students, parents and the community.
25. Communicates District and school goals to staff and public.
26. Supports the social and emotional growth of all students.
27. Maintains a positive relationship with parents of troubled students and the student who is in trouble.

**ADDITIONAL RESPONSIBILITIES:**

1. Communicates building needs to the building principal and District personnel as appropriate.
2. Assists with the development and implementation of building policies and procedures to ensure a safe and sanitary building environment.
3. Identifies maintenance needs and refers them to the principal.
4. Assists in the development and implementation of procedures for the security of the building.
5. Participates in a variety of committees which encourage both personal and professional growth and which are of benefit to the District.
6. Works cooperatively with building and District personnel in all aspects of the job.
7. Supports administrative decisions and directives.
8. Demonstrates effective conflict resolution skills.
9. Assists in the management of State and Federal mandates.
10. Performs other related tasks as may be requested by the Principal or District administration.

**Working Conditions:**

This position requires student supervision both indoors and outdoors and may take place in crowded spaces where it is usual for there to be noise and rapid activity in the area.

*Shift Type*  
*Salary Range*  
*Location*

**Full-Time**  
**\$80,216.00 - \$97,591.00 / Per Year**  
**Kraxberger Middle School**

**Applications Accepted**

*Start Date*                      **05/08/2017**

**Job Contact**

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