



## HIGH SCHOOL ASSISTANT DIRECTOR - Job Posting 1074

### MISSION STATEMENT:

Through our **E3** model at Dallas Community School, we **ENGAGE** students by fostering curiosity, **EMPOWERING** them through meaningful, real-world learning experiences, and **EQUIP** them with the skills needed to make a positive impact in their communities.

### ABOUT US:

Dallas Community High School (DCHS) is an in-person public charter high school focused on project-based learning. Students engage in real-world, hands-on projects that empower them to take ownership of their learning and equip them with skills for life beyond high school. Our work is grounded in the E3 model—engage, empower, and equip.

### JOB DESCRIPTION:

The High School Assistant Director leads day-to-day operations, instructional support, and program development for Dallas Community High School's project-based learning (PBL) model. This role helps *engage* students through real-world projects and exhibitions, *empower* staff through coaching and collaborative leadership, and *equip* students with the academic, social-emotional, and career-readiness skills they need to thrive.

### KEY RESPONSIBILITIES:

The key responsibilities include, but are not limited to the following:

- **Organizational Leadership:**
  - **Engage:** Collaborate with the leadership team, Executive Director, families, and staff to shape the vision of a student-centered, PBL high school.
  - **Empower:** Facilitate inclusive planning, staff voice, and shared decision-making.
  - **Equip:** Manage school operations including scheduling, safety, compliance, facilities, and student records.
- **Project-Based Learning & Exhibition Oversight:**
  - **Engage:** Guide interdisciplinary, authentic learning experiences that connect students with real-world issues and community partners.
  - **Empower:** Support teachers in designing, implementing, and assessing high-quality projects and exhibitions.
  - **Equip:** Ensure students receive consistent coaching, feedback, and guidance on project timelines, deliverables, and public presentations.
- **Student Empowerment & Academic Progress:**
  - **Engage:** Foster relationships with students that promote agency, voice, and personalized learning.
  - **Empower:** Coordinate advisory, internships, and community-based learning opportunities.
  - **Equip:** Monitor graduation requirements, credit tracking, and transcripts to ensure student success.
- **Staff Development & Culture:**
  - **Engage:** Cultivate a collaborative staff culture through open communication and team-building.
  - **Empower:** Lead professional development around PBL, assessment, and student engagement strategies.

- **Equip:** Provide instructional coaching and feedback aligned with student-centered practices.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Bachelor's degree in Education or a related field (Master's preferred).
- Maintains a valid TSPC license appropriate for the position.
- Minimum of two years of experience in a leadership role within an educational setting, or 5 years in a related field.
- Deep understanding of project-based learning, student exhibitions, and performance-based assessment.
- Strong collaboration, communication, and leadership skills.
- Demonstrated ability to coach and support instructional staff in a flexible learning environment.
- Experience supporting diverse learners in a secondary school setting.
- Familiarity with graduation requirements, transcripts, and credit systems.
- Commitment to equity, inclusion, and culturally responsive practices.

**BENEFITS:**

- Benefits include employer-paid health and dental insurance for the employee, or a paid opt-out option.
- Enrollment into the PERS program (Public Employees Retirement System)
- Competitive salary based on experience.
- Supportive work environment and the opportunity to make a positive impact on students' lives.

**TO APPLY:**

An application can be found on the website at [Dallas Community School Employment Application](#). Please download and provide detailed information on education, training, and experience as it relates to this position. This information can affect initial salary placement.

Email the following documents to [hirwin@dallascommunityschool.org](mailto:hirwin@dallascommunityschool.org)

1. Completed Application
2. Cover letter
3. Resume

Dallas Community School gives employment preference to qualifying veterans and disabled veterans as per Oregon law. To claim this preference, submit a DD Form 214 or 215 and/or a recent letter from the U.S. Department of Veterans Affairs with your application. The school values diversity and prohibits discrimination and harassment based on age, color, creed, disability, marital status, national origin, race, religion, sex, or sexual orientation in any educational programs, activities, or employment.

**EMPLOYMENT:**

Upon offer of employment, a background check and fingerprinting may be required and processed through the school in accordance with state requirements.

Dallas Community School reserves the right to extend the closing date, withdraw, or otherwise revise this position.

<b>Location:</b>	Dallas Community High School
<b>Salary Range:</b>	\$68,500 - \$75,000
<b>Position Type:</b>	Certified
<b>Shift Type:</b>	Full-Time, Exempt (1.0 FTE)
<b>Position Closes:</b>	When Filled