

# ST HELENS SD 502

## HS Assistant Principal (2025-028)

### JOB POSTING

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#### **Job Details**

*Posting ID*

**2025-028**

*Title*

**HS Assistant Principal**

*Description*

**This position is for the 25/26 School Year.**

#### **JOB SUMMARY**

To serve as an instructional leader working directly with the High School Principal, staff, students, families, district, and the community on the school and district's vision, mission, and strategic goals to support career and college readiness for ALL students. The High School Assistant Principal is equity-oriented, leading for results and helping staff to grow and develop to meet the needs of all students. She/he collaborates closely with colleagues in service of student learning by fostering the leadership of others to support the school's overall approach to teaching and learning improvement.

The role includes using an equity stance toward her/his work and demonstrating equitable and inclusive outcomes in services to students, families, and staff.

- Ability to cultivate a learning climate and program coherence among instructional initiatives and provide quality professional development utilizing a teaching and learning approach
- Ability to lead the learning of self and others
- Ability to flex communication style to multiple cultural environments
- Experience working with diverse audiences and with a diverse team
- An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities

#### **Essential Job Functions:**

Provide assistance to the principal, leadership, and support for:

#### **Creating a school culture that promotes the ongoing improvement of learning and teaching for students by:**

- Maintaining high expectations and standards of performance for self, staff, and students
- Creates and substance a school culture that values and responds to the characteristics and needs of each learner
- Engaging in crucial conversations for ongoing improvement facilitates collaborative processes
- Leading toward continuous improvement
- Promotes and engages in distributive leadership
- Possessing a cultural sensitivity of respect and appreciation for diverse groups of students and staff
- Relating to high school level students

#### **Providing for school safety by:**

- Providing for physical safety for students and staff
- Creates and protects identity safety as defined by AWSP
- Providing for student physical, social-emotional, and intellectual safety by assisting in the development, implementation, and monitoring of a student discipline policy and positive behavior strategies that consider the whole child and will provide a safe, orderly, purposeful, and positive learning environment for students and teachers
- Assisting in the development, implementation, and monitoring of building procedures and practices, including but not limited to school-wide behavior model

- Providing support for the operation and maintenance of a safe, clean physical environment

**Leading the development, implementation, and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements by:**

- Recognizing and seeking out multiple data sources
- Creates data-driven plans for improved teaching and learning
- Analyzing and interpreting multiple data sources to inform school-level improvement efforts
- Implementing a data-driven plan for improved teaching and learning
- Assisting staff to guide, modify, and improve classroom teaching and student learning
- Providing evidence of student growth resulting from the school improvement process

**Assisting instructional staff with alignment of curriculum, instruction and assessment with state, local and district learning goals by:**

- Assisting staff in aligning curriculum to state-adopted standards and the district strategic plan
- Assisting staff in aligning best instructional practices to state and district learning goals
- Assisting staff in aligning assessment practices to best instructional practices
- Creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff
- Providing support for the development and implementation of building and student instructional schedules

**Monitoring, assisting, and evaluating effective instruction and assessment practices by:**

- Monitoring instruction and assessment practices
- Assisting staff in developing a required student growth plan and identifying valid, reliable sources of evidence of effectiveness
- Assisting staff in implementing effective instruction and assessment practices
- Providing evidence of student growth of selected teachers
- Developing, supporting, and evaluating activities and programs according to student needs and district goals and objectives
- Evaluating teachers and assistant principals for the improvement of student achievement

**Managing Resources by:**

- Recruiting and hiring teachers who align with St. Helens School District's Mission and Vision
- Managing self
- Managing human resources with ongoing professional development
- Managing staff, time, talent, and fiscal resources to support student achievement
- Fulfilling legal and ethical responsibilities

**Partnering with the school community to promote student learning by:**

- Working cooperatively and collaboratively with colleagues, District Office staff, ODE staff, and other external partners
- Developing and sustaining meaningful partnerships with families of diverse backgrounds and community members that support student achievement and well-being
- Maintaining an active role in the community including partnerships and ongoing communication

**Demonstrating commitment to closing the achievement gap by:**

- Identifying barriers to achievement and knowing how to close resulting gaps

- Knowing, understanding, and monitoring programs for subgroup populations of students, ie. special needs, migrant, bilingual
- Demonstrating a commitment to close the achievement gap
- Providing evidence of growth in student learning

**Demonstrate school improvement competencies in the following areas:**

- Driving for results: Maintains a relentless focus on providing high-quality teaching and learning
- Influencing for results: Able to work through and with others
- Problem-solving: Able to solve and simplify complex problems
- Confidence to lead: Able to stay focused, committed, self-assured, and resilient

**Other Functions and Responsibilities:**

- Model appropriate professional behaviors and practices in all settings
- Serve as the leader and advocate between the building and district for all high school programs
- Select and hire staff, as appropriate, according to the needs of the school and consistent with district goals and objectives with staff input
- Possess and exhibit strong communication and interpersonal relations skills to promote student learning:
- Be sensitive to the needs and concerns of all educational stakeholders - Practice honest, open, straightforward interpersonal skills
- Practice active listening for all educational stakeholders
- Promote and develop staff leadership
- Practice a good public relations program
- Possess and use skills of effective oral and written communication to further the understanding and shared vision of improving student achievement
- Develop, support, and evaluate the advisory, activities, and athletic programs according to student needs and district goals and objectives
- Actively support and implement district-identified instructional programs and initiatives
- Other duties as assigned

**Minimum Qualifications:**

- Master's Degree required
- Valid Oregon State Teacher or Counselor ESA Certification
- Valid Oregon State Principal Credentials
- Experience teaching diverse students required; preferably at the high school level
- History of effective communication, written and verbal
- Record of dependability, flexibility, and regular attendance
- Certified in Cel 5D+ or ability and willingness to complete training within three months of hiring
- Maintains confidentiality

**Preferred Qualifications:**

- Bilingual/Biliterate (English/Spanish) preferred
- Demonstrated positive impact on student growth and achievement
- Experience establishing and maintaining effective interpersonal relationships with a variety of stakeholders in a multi-ethnic, multicultural, diverse socio-economic environment
- History of effective communication, written and verbal
- Record of dependability, flexibility, and regular attendance
- Maintains confidentiality

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable*

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The noise level in this environment is moderately loud depending upon the activity in the particular part of the day.
2. May work with students, families, community members, or staff who are experiencing high emotion, requiring de-escalation and problem-solving.
3. Required to attend meetings and activities beyond regular school hours, as directed by the principal.

## OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Shift Type	<b>Full Time</b>	Salary Range	<b>\$124,332.36 to \$136,766.83</b>
Salary Code	<b>Annual</b>	Job Category	<b>Administrator</b>
External Job Application	<b>OR Teacher Application</b>	Internal Job Application	<b>District Internal Candidate Application</b>
Location	<b>St. Helens High School</b>	Posting Status	<b>Active</b>
Minimum Qualifications Screening	<b>Degree Requirement</b>		

## Job Application Timeframes

Internal Start Date	<b>06/11/2025</b>	General Start Date	<b>06/11/2025</b>
Internal End Date	<b>06/20/2025</b>	General End Date	<b>06/20/2025</b>

## Job Pools

Pool Name	Quantity	Requisition ID	Requisition Title
<b>Nicole Hilton</b>	<b>1</b>		

## Alternate Job Contact

Name	<b>Robby Plowman</b>	Title	<b>Principal</b>
Location	<b>St. Helens High School</b>	Phone	
Email	<b>robbypl@sthelens.k12.or.us</b>		

## References

Automatically Send Reference Check	<b>Yes</b>	Reference Check Form	<b>Certified Survey</b>
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