



# Phoenix-Talent Schools

## Excellence For Everyone

22-046

PLEASE POST

### NOTICE OF JOB VACANCY

Phoenix-Talent Schools is seeking applications for the position of:

#### ASSISTANT PRINCIPAL – TALENT MIDDLE SCHOOL

**Individuals wishing to apply for this position should submit a District administrative application, resume, copies of college transcripts, 250-500 word autobiography, 3 letters of recommendation and a copy of your current Oregon administrative license** by going to <https://phoenixtalent.tedk12.com/hire/index.aspx>. **If you have any questions about the application process, please contact Human Resources at 541/535-1517.**

**POSTING DATE: April 27, 2022**

**CLOSING DATE: Until filled**

**REPORTS TO: Principal**

**SALARY:** Successful candidate will be placed on the administrative salary schedule dependent upon experience. Range for 2022-23 is \$97,511 - \$113,042.

**JOB DESCRIPTION:** The person selected will assist in supervision and evaluation of employees; manage student behavior and discipline, coordinate student and teacher master schedules; assist in professional development and instructional leadership.

To further the development of excellence in education, the District is also seeking a person who exhibits the following qualities:

- Supports a research based instructional model
- Supports using data to guide instruction
- Experience in behavior management and working knowledge of trauma-informed practices and social emotional learning.
- Familiarity with standards based assessment and grading systems
- Commitment to Professional Learning Communities that create a focus on results within a collaborative environment.

#### **QUALIFICATIONS:**

1. Valid Oregon Administrative License or ability to obtain one by start of employment.
2. Prior administrative experience is preferred.
3. Knowledge of effective practices at the high school level and ability to implement educational reform, instructional improvements, and staff supervision and evaluation.
4. Demonstrated competency in the areas of facility management and public relations.
5. Ability to supervise and implement effective student management practices.
6. A commitment to team management.
7. Preference may be given to those who are bilingual in Spanish and English.
8. Experience with the RTI and PLC processes preferred.
9. Prior administrative experience in a middle school of high school setting preferred.
10. Physical demands needed: ability to communicate with students, co-workers, and the public; ability to communicate over the phone; ability to respond to telephone, bells, students, co-workers, etc.; ability to respond to classroom disturbances, visual cues, student requests, etc.; ability to operate office equipment; ability to carry or lift light loads (25 lbs).

**TERMS OF EMPLOYMENT:** This 215 day/year position begins in early August 2022 for the 2022-23 school year. Exact date to be determined.

All applicants will be considered carefully. Those candidates selected for interviews will be notified shortly after the closing date. Applicants are asked **not** to call for interviews. All applicants will be notified when the position is filled.

Phoenix-Talent School District #4 is an Equal Opportunity Employer and, in accordance with Federal and State Legislation, does not discriminate on the basis of race, sex, religion, age, national origin, or marital status, physical or mental disability in employment practices or education programs. If you need special accommodations because of a disability, please contact the personnel office at 535-1517 Voice/TDD.

Any offer of employment made by Phoenix-Talent Schools is contingent upon satisfactory results of:

1. Drug screening tests for any illegal drug or substance classified in Schedules I through V under the Federal Controlled Substances Act, 21 U.S.C. 811 to 812. This includes, but is not limited to, mind-altering substances or narcotic drugs such as hallucinogens, amphetamines, barbiturates, marijuana or any other illegal drug or controlled substance, except those federally recognized as legally prescribed by a physician and used as directed.
2. Criminal history verification- a background check for any convictions directly related to the duties and responsibilities of the position. Unless otherwise required by law, only job-related convictions will be considered and will not automatically disqualify the applicant from employment.