

CENTENNIAL SD 28J

Assistant Principal (Full Time) at Centennial High School (ADMIN 26 - 09)

JOB POSTING

Job Details

Posting ID

ADMIN 26 - 09

Title

Assistant Principal (Full Time) at Centennial High School

Description

Job Title: Assistant Principal

Location: Centennial High School

FTE: 1.0

Schedule: 7:30AM - 3:30PM

Salary: \$140,282 - \$142,982 (2024 - 2025 pay scale, 2025 - 2026 under negotiation)

Contract Days: 225 Annually

Start Date: July 1, 2026, or earlier depending upon availability.

Opening Date: Monday December 15th, 2025

Job Purpose Statement/s: The position of Assistant Principal - High School is done for the purposes of supporting the high school principal and other assigned personnel's job responsibilities; receiving, distributing and communicating information to enforce school, district, and state education policies; maintaining safety of school environment; coordinating assigned school site activities; assisting students to modify inappropriate behavior and develop successful interpersonal skills; and communicating information to the staff, principal and the public.

Essential Job Functions:

- Provides strong instructional leadership.
- Facilitates communication among personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates various meetings (e.g. curriculum, safety, site advisory, special district committees, staff development, etc.) for the purpose of coordinating agendas and ensuring that outcomes achieve school, district, and/or state objectives.
- Intervenes in occurrences of inappropriate behavior of students and/or parents for the purpose of assisting students in modifying inappropriate behavior, developing successful interpersonal skills and/or initiating disciplinary action.
- Manages various school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district, and state policy and maintaining safety and efficiency of school operations.
- Prepares documentation (e.g. reports, correspondence, etc.) for the purpose of providing written support and/or conveying information.
- Presents information on various topics for the purpose of communicating information and/or gaining feedback.
- Supports the principal for the purpose of assisting with their job functions of maintaining overall school site operating and educational programs.

Other Job Functions:

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attend various meetings (e.g. district, site, community, etc.) for the purpose of communicating and/or gathering information.
- Work effectively with technical programs within the high school and district.
- Continues to grow professionally by attending professional meetings, reading professional journals, etc.

Job Requirements-Qualifications:

- Experience Required: Prior job related experience with increasing levels of responsibilities in school setting.
- Skills, Knowledge and/or Abilities Required:

Skills to appropriately manage personnel and programs, communicate effectively, problem solve.
 Knowledge of curriculum, education code, district policies, and computer literate.
 Abilities to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form.
 Assistant Principal - High School – Page 2
 Significant physical abilities include reaching/handling, fingering, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.

Licenses and/or Testing Required: Appropriate administrative license, valid driver's license and evidence of insurability, and Criminal Justice fingerprint clearance.

Terms of Employment: 225 days per year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of certified personnel.

APPYLING:

To be considered for this position, applicants are required to apply online with the following documents uploaded:

- Letter of Interest;
- Current Resume;
- Three (3) Current Letters of Recommendation;
- Unofficial Transcript(s) of undergrad/grad coursework. If employed, the candidate will be required to submit official transcripts in sealed envelopes from the institution(s);
- Copy of Oregon Administrative License (or verification of process to obtain a TSPC Oregon license).

<i>Shift Type</i>	Permanent	<i>Salary Range</i>	\$140,282.00 to \$142,982.00
<i>Salary Code</i>	Annual	<i>Position Type</i>	Administrator
<i>External Job Application</i>	Administrator	<i>Internal Job Application</i>	Internal
<i>Location</i>	Centennial High School	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

SchoolSpring

<i>Job Categories</i>	Administration: Assistant Principal/Dean/Head
<i>Job Type</i>	Full-time
<i>Grade Level(s)</i>	Secondary
<i>Degree Preferred</i>	Not applicable ("Degree Preferred" will not appear on job posting)
<i>Experience Preferred</i>	No experience required
<i>Work Eligibility</i>	Citizenship, residency or work visa required
<i>Employment Start Date</i>	To Be Determined

Job Application Timeframes

<i>Internal Start Date</i>	12/15/2025	<i>General Start Date</i>	12/15/2025
<i>Internal End Date</i>		<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1	1170	Assistant Principal

Alternate Job Contact

<i>Name</i>	Marin Miller	<i>Title</i>	Principal
<i>Location</i>		<i>Phone</i>	
<i>Email</i>	marin_miller@csd28j.org		

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>
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