



**NOTICE OF OPEN POSITION**  
**ELEMENTARY SCHOOL ASSISTANT PRINCIPAL**  
**EDWARDS ELEMENTARY SCHOOL**  
**2020-21**

**POSTING DATE:** January 30, 2020

**CLOSING DATE:** February 21, 2020

- Description:** Assist principal in responsibilities for the successful operation of the school including improvement of instruction, administrative procedures and support services of the school. Provides instructional leadership and vision.
- Requirements:** Current Oregon administrative license or eligibility for license. Master's Degree in education or related field. Fluent in Spanish, both written and oral. Five years elementary teaching and/or administrative experience in public schools. Experience with and understanding of bilingual education requirements and programs. Knowledge of effective instruction and differentiated instructional methods for students with a variety of learning styles due to disabilities and varying levels of English Language proficiency. Knowledge of effective student behavior management methods including, but not limited to, Restorative Justice Practices, Collaborative Problem-Solving and Positive Behavior and Instructional Support Systems. A participatory leadership style. A proven record of improved student achievement. Exhibits integrity, honesty and fairness. Models transparency and integrity. Promotes a positive school climate. Highly skilled in the teaching of reading, writing and mathematics. Promotes high standards and improved academic achievement for all students. Skilled in staff evaluation and the improvement of staff and student performance. A democratic style that embraces teachers as leaders and values staff, student and parent voices in the daily operation of the school.
- Qualifications Desired:** Preference given to candidates with prior successful administrative experience in supervision/evaluation of employees, budgeting, communication, curriculum, and student achievement.
- Classification/Location:** Administrative, Regular, Full-Time Position
- Calendar/Benefits:** 8 hours per day; 218 days per year starting August 1, 2020.
- Salary range according to the 2018-19 Administrator Salary Schedule--\$89,817 - \$103,416 (2020-21 salary schedule to be determined). Newberg School District pays 6% PERS contribution, NBCT and Doctorate stipends, monthly phone allowance, generous leave plan, generous insurance cap, long-term disability and life insurance. Optional Life, AD&D insurance, Short Term Disability, Tax Shelter Annuities, Section 125 health and dependent care accounts, Tuition Reimbursement, Professional Development and Employee Assistance Program through Reliant Behavioral Health available to all staff.
- How to Apply:** Interested applicants must apply online at: <https://newberg.schoolrecruiter.net/index.aspx> and upload a cover letter, résumé, teaching license, transcripts, and three letters of reference written within the last three years (for technical support please contact 1-866-434-6276). Please contact Kathie Carey, Human Resources Specialist, Newberg School District, 714 E. Sixth Street, Newberg OR 97132. 503-554-5099 for clarification.

**Newberg School District is an Equal Opportunity Employer and Actively Seeks Minority Applicants**  
**The District complies with Equal Opportunity/Affirmative Action/Title IX Requirements**  
**Applicants who best meet the requirements of the position will be invited for an interview.**