

4. Effective interpersonal skills in managing and interacting with diverse groups of stakeholders.
5. Excellent time management and organizational skills.
6. Demonstrated ability to manage conflict through quality decision-making and effective problem solving.
7. Demonstrated proficiency with word processing, spreadsheet and presentation software.

WORKING CONDITIONS:

The Assistant Principal is frequently works beyond an eight-hour day and a five day work week attending meetings and supervising student activities and athletic events. Supervision responsibilities require the Assistant Principal to be able to stand for up to 45 consecutive minutes and move rapidly to intervene in situations where a student/s safety is being jeopardized. Supervision may also occur during times of inclement weather. The Assistant Principal needs to be able to lift materials, boxes, or equipment weighing up to 50 pounds.

The Assistant Principal must be tolerant yet assertive in order to communicate effectively in confrontational and emotional situations involving staff, students, and their parents/guardians.

CERTIFICATION AND LICENSING:

Oregon Administrative Certificate

The statements herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work and physical requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work or otherwise to balance the workload.

I have read and understand this job description.

Signature: _____ Date: _____