



# Northwest Regional Education Service District

## NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

**Position Title:** Assistant Principal  
**Department:** Early Intervention/Early Childhood Special Education  
**Location:** EI/ECSE Sites  
**Reports To:** Principal  
**FLSA Status:** Exempt  
**Compensation:** Administrator Salary Schedule | \$102,375.26 – \$108,610.29

Prepared Date: 3/2022

### NW REGIONAL ESD'S MISSION STATEMENT

*In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.*

### **GENERAL DESCRIPTION:**

This position assists the school principal in directing and managing the instructional program as well as assisting in the supervision of operations and personnel at the campus and program level. This position assists the Principal in providing leadership, supervision, and evaluation of the instructional program for the school.

The Assistant Principal works to foster a positive, inclusive learning climate in the school by ensuring the systematic improvement and evaluation of instructional programs that respond to student, school, community, and District needs. The role contributes to an effective, comprehensive, District-wide integrated educational and student development program by directing the development and effective implementation of applicable program elements at the site and program level and ensuring a fluid experience for students and parents throughout their varied transitions.

**QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. Master's Degree in Education Leadership or related field.
2. Valid Oregon Administrative License required OR willingness to obtain license
3. Minimum of 3 (three) years successful experience managing people, programs, and services in the field of K-12 education.
4. Extensive knowledge of best and developing trends, policies, and practices of special education, teaching and learning, school improvement, professional learning, and culturally sustaining teaching practices.

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503-366-4100 Fax: 503-397-0796

#### **Tillamook Service Center**

2515 3<sup>rd</sup> Street  
Tillamook, OR 97141  
503-842-8423 Fax: 503-397-6272

#### **Washington Service Center**

5825 NE Ray Circle  
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503-614-1428 Fax: 503-614-1440



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5. Familiarity with early childhood and/or early childhood special education.

**ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Manage a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for enforcing school, District, and state policy and maintaining safety and efficiency of school operations.
- B. Evaluate assigned personnel for ensuring that standards are achieved, and performance is maximized.
- C. Facilitate the development, communication implementation, and evaluation of staff and students for enhancing excellence, equality, and cooperation toward the achievement of a quality learning environment for staff and students.
- D. Implement policies, procedures, and directives for providing direction and complying with mandated requirements.
- E. Intervene in occurrences of inappropriate behavior of students for assisting students in modifying such behavior and developing successful interpersonal skills.
- F. Monitor communication between personnel, students, and parents for ensuring a high degree of professionalism among the school's stakeholders.
- G. Prepare a wide variety of information (e.g. quantity reports, student activities, correspondence, audits, etc.) for documenting activities, providing written reference, and conveying information.
- H. Present information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for communicating information, gaining feedback, and ensuring adherence to established internal controls.
- I. Chair a wide variety of meetings (e.g. curriculum, safety, site advisory, faculty, etc.) for coordinating activities and ensuring that outcomes meet school, District, and state goals, policies, and regulatory requirements.
- J. Represent the school in a variety of settings (e.g. community forms, parent-teacher organizations, etc.) for maintaining ongoing community support for educational goals and assisting with issues related to school environment.
- K. Research a wide variety of topics (e.g. policies, best practices, trends, legislation, etc.) for ensuring compliance with established requirements, securing general information for planning, acting, and responding to requests.
- L. Respond to inquiries from a wide variety of stakeholders (e.g. principal, parents, students, staff, etc.) for identifying relevant issues and recommending or implementing action plans.
- M. Supervise school personnel for monitoring performance, providing for professional growth, and achieving overall objectives of school's curriculum.
- N. Support principal in a variety of ways (e.g. policy implementation, meeting facilitation, etc.) for ensuring the smooth operation of administration.

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# Northwest Regional Education Service District

## **WORKPLACE EXPECTATIONS**

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

## **LANGUAGE SKILLS:**

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

## **MATHEMATICAL SKILLS:**

Ability to perform basic mathematical calculations with a high degree of accuracy.

## **REASONING ABILITY:**

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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## **WORK ENVIRONMENT:**

Work is generally performed in a standard office setting. Travel to various sites may be required.

### **Daily:**

- Requires regular focus on a computer screen
- May be required to sit, stand, keyboard, write, and communicate for extended periods of time
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling

### **Weekly:**

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required

## **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. While performing the duties of this job, the employee is frequently required to sit, walk and stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop or kneel. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 30 pounds.

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

***NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.***

## **Equal Opportunity Employer**

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and

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retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at [hrhelp@nwresd.k12.or.us](mailto:hrhelp@nwresd.k12.or.us). Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

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