

**DAVID DOUGLAS SCHOOL DISTRICT #40**  
**JOB DESCRIPTION**  
**Administration**

**JOB TITLE:** Assistant Principal of Restorative Practices - Elementary School

**Job Purpose Statement/s:** Using a restorative framework, the position of Assistant Principal of Restorative Practices– Elementary School serves as a school and educational leader responsible for contributing to the development, implementation, supervision, and evaluation of a comprehensive program of educational and student services. They support the Principal in establishing and implementing an instructional vision and a focused plan for improving student achievement while narrowing the disparities between the highest and lowest performing students. They foster a culture of high expectation, providing every student with equitable access to high quality and culturally relevant instruction. They create a safe, welcoming environment that reflects and supports the racial and ethnic diversity of the student population and communities served. They advocate for the staff, school, and school community as appropriate. They carry out duties and responsibilities in accordance with board policies, statutory requirements, administrative rules and regulations, consistent with collective bargaining agreements, under the direction of the school principal.

**Essential Job Functions:**

- **Oversees** school wide PBIS systems and Restorative Practices to foster an effective learning environment.
- **Promotes** a positive, safe and caring climate for learning; work sensitively and fairly with persons from diverse cultural backgrounds; communicate effectively and respectfully with students, staff and families.
- **Provides** strong instructional leadership and ensures that the approved curriculum is being effectively delivered in assigned classrooms.
- **Facilitates** communication among personnel, students and/or families for the purpose of evaluating situations, solving problems and/or resolving conflicts using restorative practices.
- **Facilitates** various meetings for the purpose of ensuring that outcomes achieve school, district, and/or state objectives.
- **Supports** student behavior and redirection for the purpose of assisting students in developing successful interpersonal skills. Initiates disciplinary action when needed, using a restorative approach.
- **Manages** various school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purposes of ensuring that outcomes achieve school, district, and/or state objectives, as well as to maintain 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.
- **Participates** in leadership responsibilities including service as an Instructional Facilitator, member of School Site Council, Equity Team, Attendance Team, Leadership and other district and school based teams.
- **Collaborates** effectively with middle school and district programs.
- **Supports** the principal for the purpose of assisting with their job functions of developing effective, high-quality school site operations and educational programs.
- **Evaluates** teachers and support staff.

- **Ensures** equitable access to curriculum standards, programs, and materials regardless of race or achievement levels.
- **Assists with** master schedule and other scheduling duties.
- **Supervises** the monitoring of student attendance.
- **Use** data to assess student progress, formulate instructional practices and to differentiate instruction; focus on narrowing disparities between the highest and lowest performing students in order to meet the academic needs of individual students.
- **Assists** with development of school improvement plans with staff, families, community members and other stakeholders; develop and support the maintenance and use of information systems to track progress on school performance objectives and academic excellence indicators.
- **Engage and advocate** underrepresented families of color, including those whose first language may not be English, as essential partners in their student's education, school planning and decision making decision-making.
- **Represent** the district and assigned school in meetings, workshops, conferences and professional activities at and away from the school site; may assume leadership of the school site in the absence of the Principal.
- **Support, communicate, and implement** a shared vision for all students to achieve or exceed standards. Implementing action plans and budget plans that are aligned with the District Strategic Plan, the School Improvement Plan, and the District's Racial Equity Plan in order to maintain focus on the vision, goals and priorities for student, school and community success. Assisting in preparing reports on specific goals and actions designed to advance student achievement.

#### **Other Job Functions:**

- **Oversee** summer school planning and programming, for assigned building, in collaboration with District Office and SUN/community partners.
- **Assist** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Continue** to grow professionally by attending professional meetings, reading professional journals and engaging in research-based instructional strategies and models for improving instructional practices for all students.
- **Perform** other K-12 Education public schools' laws, policies and guidelines related to administration, curriculum, special education and leadership.
- **Collaborate** with District labor organizations and collective bargaining agreements.
- **Perform** other duties as assigned.

#### **Job Requirements-Qualifications:**

**Experience Required:** Prior job-related experience with increased levels of responsibilities serving a diverse school community.

#### **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. Significant physical abilities include reaching/handling, fingering, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.

**Educations/Licenses Required:** Master's Degree. Eligible for appropriate Administrative License; valid driver's license and evidence of insurability; and Criminal Justice fingerprint clearance.

Multi-Cultural preferred. Bi-Lingual preferred.

**The David Douglas School District welcomes applications from candidates that expand the District's diversity.**

**Terms of Employment:** 260 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 professional personnel.

**David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.

***David Douglas School District is an Equal Opportunity Employer***

**Salary:** Salary and benefits based on 2022-2023 Administrator agreement  
Range \$117,074 - \$135,028; 260 day contract  
Position Start Date July 1, 2022

**Application Process:**

Please submit:

1. Complete the online TalentEd Recruit & Hire Application,  
<https://daviddouglas.schoolrecruiter.net>.
2. Include the following documents in your TalentEd Recruit & Hire application:
  - Personal letter of application stating why you are interested in this position
  - Current resume
  - Statement of your philosophy about student achievement (1 page)
  - Statement outlining the most innovative initiative or program you have created (1 page)
  - Three (3) letters of recommendation
3. If selected candidates will complete an intensive interview process including: on demand activities, writing activities, and evaluation activities.

All application materials must be completed in full.

**TalentEd Recruit & Hire application open until **May 16, 2022, 4:00pm.****