

Baker5J has a vacancy for your consideration. Please find the details below.

## ***BHS Assistant Principal***

**Apply Online**

Category: **Administration - Certified/Assistant Principal**

Date Posted: **3/1/2023**

Location: **Baker High School**

Date of Availability: **07/01/2023**

Date Closing: **Open Until Filled**

- [Assistant Principal Secondary 02102023 FINAL.pdf](#)

**\*\*\*Job Description is attached at the bottom right hand side of this page.**

### **POSITION INFORMATION**

- Baker School District is currently seeking an Administrative candidate for the Secondary Assistant Principal position at Baker High School beginning August 1, 2023 to provide instructional leadership, on-site administration and supervision.
- See video, “Celebrate Baker City”, on home page at the bottom: <https://www.baker5j.org>.
- For additional information, see “Teaching in Baker City” video at <https://youtu.be/FqM7GeXATmI>.

### **POSITION SUMMARY**

Assistant Principals support the Principal in providing curriculum and instructional leadership. They supervise school site operations and receive, distribute and communicate information in support of District and School goals. Assistant Principals enforce school, District, and State policies, maintain safety of the school environment, and coordinate and/or supervise student activities. Assistant Principals communicate information to staff and address conflicts with students and/or staff that could negatively impact the school culture. The position includes assisting the Principal in evaluating classified and licensed employees according to district policy and state law, instructional coaching, and providing professional development to staff.

### **ESSENTIAL REQUIREMENTS**

- Hold or be eligible to hold an Oregon Administrator License by the first assigned workday.
- Knowledge and experience using the Danielson’s Framework for Teaching Standards.
- Master’s degree or greater in Education.
- A minimum of five years of successful teaching experience resulting in acquired skills in planning, organizing, and controlling a major area of responsibility.
- Skill at instructional coaching on using data, classroom management, instructional planning, and instruction pedagogy.
- Ability to apply effective principles of supervision and teaching to direct and motivate students and staff of the building.

### **CONTRACT INFORMATION**

- The Administrative salary scale for the 2023-2024 school year is \$101,610 - \$123,863 depending on years of experience.
- This position will begin July 1, 2023, for the 2023-2024 school year. Contract period is 220 days in length.

- Baker School District 5J offers a comprehensive and competitive benefits package. In addition, the District pays the six percent (6%) employee PERS contribution required by ORS 238.200 and ORS 238A.330.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assumes administrative responsibility for all school functions in the absence of the principal.
- Assists or develops a master schedule of course offerings aligned with graduation requirements, the District budget, teacher endorsements, and educational needs and interests of students.
- Assists with all registration activities. Provides assistance and guidance to counseling staff in registering new students, processing schedule changes, transcript reviews, and problem solving with students and parents.
- Supervises student conduct and behavior or provides for supervision of students on campus before and after school, during lunch, and at school-sponsored activities in compliance with District policies and state rules and regulations.
- Assures the health, safety and welfare of students.
- Disciplines students for violations of school, District, and state policies, rules, and regulations.
- Refers students, as appropriate, for counseling services within the school, community, and/or medical profession.
- Counsels students and parents with respect to attendance, behavior, attitudes, probation and/or suspension to reduce or eliminate unacceptable behavior.
- Directs and coordinates school counselors to determine the status of entering students and what is needed to fulfill graduation requirements and meet essential skills.
- Coordinates a balanced assessment plan that supports student learning, quality instruction, and meets state and federal regulations.
- Directs the preparation and maintenance of a variety of District, County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement, certification for graduation and others as directed.
- Interviews, selects, directs, evaluates and supervises certificated and classified personnel; assign faculty, counselors and other staff as appropriate to meet school goals.
- Directs and implements plans of assistance.
- Evaluates staff including formal and informal classroom visitations and observations. Recommends disciplinary action, reassignment or termination action for staff as appropriate. Documents and collects evidence of substandard performance.
- Directs the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicates with teachers to assure instructional programs are implemented with fidelity and meet student needs.
- Directs the implementation of staff development and in-service training. Updates staff on revised policies and procedures and implement changes.
- Plans and directs the business operations of school; assists in developing and administering building budgets; assures proper allocation of funds for instructional and non-instructional equipment and materials.
- Coordinates the maintenance and operations of the school site; assures proper management, maintenance and inventory of materials, equipment, buildings and grounds.
- Enforces applicable Federal, State and District codes, policies and laws; administers District and school site discipline and intervention policies and safety programs.
- Establishes, coordinates and maintains communication with community and parent groups, law enforcement and other officials; responds to and resolves parent, student and

staff complaints; attends IEP and other meetings as assigned; represents the school at Board, District and community functions.

- Maintains satisfactory attendance, as defined in District policy and regulations (GCBD/GDBD).
- Maintains confidentiality in all areas.
- Performs other duties and responsibilities as required by the Building Principal and/or Superintendent.

### **DISTRICT POLICY**

It is the district's policy is to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215).
- **OR** Proof of receiving a non-service connected pension from the US Dept. of Veteran's Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.

Baker School District is an equal opportunity educator and employer and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin, marital status, age, veterans' status, familial status, genetic information, disability, culture and/or financial status.

**Baker5J** uses the [applicant tracking](#) system from Frontline Education to manage employment applications online.