

Springfield Public Schools

High School Assistant Principal - Full Time/225 Days - Springfield High School (22-23 AD03)

JOB POSTING

Job Details

Title

High School Assistant Principal - Full Time/225 Days - Springfield High School

Posting ID

22-23 AD03

Description

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job posting. Springfield Public Schools is committed to finding the best candidate for the job, including candidates who may come from less traditional professional backgrounds. We encourage you to apply, even if you do not believe you meet every one of the qualifications outlined in the job posting. **If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact Human Resources to discuss your application.***

Posting Opens: Thursday, April 21, 2022
Application Review Begins: Friday, May 13, 2022
Posting Closes: Open Until Filled*
Contract Begins: Friday, July 1, 2022

***Submit your application materials by 7:00 p.m. Thursday, May 12, 2022 in order to be considered during the initial application review process.**

Salary and Benefits

Salary begins at \$91,727 to 110,265 (based on 2021-22 salary schedule) depending on education/experience plus a generous [benefit plan](#) including stipends for TSA, Mileage and Cell Phone. This position works 225 days per fiscal year (July 1 through June 30).

About the District

Springfield Public Schools is located in Springfield, Oregon, in the heart of the Willamette Valley, and serves 185 square miles of the city of Springfield and East/Central Lane County. We are directly to the East of Eugene, where the University of Oregon is located. We currently have about 10,000 students, 1,410 staff members and over almost 700 teachers in our kindergarten through grade 12 school district. Springfield Public Schools believes student success is our most important outcome. The success of our students depends on the collective community coming together to support Every Student, Every Day throughout their K-12 education.

About the Position

Springfield Public Schools seeks outstanding candidates for the position of full time High School Assistant Principal at Springfield High School. Our staff and administration are committed to ensuring our students develop the tools to succeed and learn the skills necessary to be positive contributors to the community. Working in partnership with parents and community, our school offers diverse programs preparing each student with knowledge and skills for success in a changing world. As a member of a team, the Assistant Principal may support athletics, student discipline, campus supervision team, Positive Behavior Intervention Supports (PBIS), and the attendance office. This position may include support of the counseling office, student achievement, college & career readiness, AVID schoolwide implementation and Special Education. This position will be a member of a team responsible for teacher evaluations, student support services, crisis team management, and school climate.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Supports daily operation of school building to create a safe, orderly, positive school climate for students and staff.

2. Appropriately encourages, counsels and supports students in compliance with building and district policy.
3. Commitment and experience in working with culturally diverse students, families, and communities.
4. Analyzes data and creates appropriate reports and innovative responses.
5. Communicates effectively and positively with all stakeholders.
6. Effectively manages conflict within the school building and facilitates resolution of complex interpersonal issues.
7. Strong background in innovative practices that promote student achievement.
8. Builds and maintains positive working relationships with students, staff, and parents.
9. Leads the development and implementation of building-based equity and inclusion initiatives which support the District's efforts to become an anti-racist organization.
10. Designs and leads building-based professional development activities on increasing awareness and support of equity and inclusion values.
11. Knowledgeable about teacher supervision and evaluation.
12. Effective decision-making skills and ability to facilitate resolution of complex interpersonal issues.
13. Knowledge of graduation requirements and post secondary options.
14. Experience in developing teachers through the lens of AVID schoolwide implementation and best practices.
15. Experience with collaborative coaching models including instructional coaching.
16. Supports implementation of multi-tiered systems of support (MTSS) at the building level.
17. Maintains a growth mindset and believes all students can learn and achieve.
18. Leads the implementation of Positive Behavioral Interventions and Supports (PBIS) in order to improve student achievement and building culture.
19. Understands laws, rules, and regulations governing the operation of public schools, including school reform legislation.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Additional duties of this position may include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends educational support meetings, including Individualized Education Plan (IEP) meetings, School Board, and other meetings as assigned.
2. Supports student discipline, management, and restorative practices.
3. Supports curriculum alignment, common assessments, and technology integration.
4. Supports High School Master Schedule process.
5. Assists teachers in developing and maintaining appropriate and effective teaching methods.

SUPERVISORY RESPONSIBILITIES

Directs work of classified, licensed and confidential employees. Evaluates classified, licensed and confidential employees according to District policy. Resolves grievances and other employee relations issues working closely with Human Resources and disciplines employees appropriately. Supervises students and assists in maintaining a safe environment.

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to individuals with disabilities to perform the essential duties.

Interpersonal Skills: Works well with others, focuses on solving conflict, maintains confidentiality; emotional self management and resilience, remains open to others' ideas and contributes to building a positive team spirit. Demonstrated ability to lead, motivate, and support staff and students.

Language Skills: Ability to maintain confidentiality and communicate effectively and professionally both verbally and in writing. Ability to respond to sensitive inquiries or complaints from students, parents, regulatory agencies or members of the community. Ability to interpret and analyze complex written documents.

Reasoning Ability: Ability to define and solve problems by collecting data, establishing facts, and reach conclusions using professional and sound judgment.

Computer Skills: General knowledge of computer usage and ability to use database software, e-mail, internet software, teaching software and word processing software.

Other Skills and Abilities: Demonstrated knowledge of the social, emotional, physical and cognitive development of high school youth. Possess knowledge of effective behavior management methods. Ability to delegate responsibilities and meet timelines.

DIVERSITY & EQUITY QUALIFICATIONS

Demonstrated understanding of and responsiveness to the diverse academic, socioeconomic, cultural, linguistic, disability, gender identity, sexual orientation, and ethnic backgrounds that characterize a K-12 school community in a manner specific to the position.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employees may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

MINIMUM QUALIFICATIONS

Education/Experience

- o Master's degree **AND**
- o Valid state of Oregon Administrative or Principal License or the ability to obtain one **AND**
- o **At least three (3) years successful teaching and leadership experience, preferably at the high school level.**

DESIRED QUALIFICATIONS

- **Spanish/Bilingual preferred**

APPLICATION PROCEDURE

In order to apply, you must register and submit your application electronically through TalentEd Recruit & Hire. (See our website: www.springfield.k12.or.us/jobs.) Please include all required documentation in your application; incomplete applications will not be considered. A complete application includes the following:

- Current resume'

- Complete application form including criminal history, drug-screen consent and affirmative action information
- Complete set of college/university graduate transcripts (official or unofficial; if hired official transcripts are required)
- Three current letters of recommendation from persons qualified to comment on your skills, abilities and/or preparation for the position
- Current Oregon Administrator or Principal license from TSPC

An Affirmative Action/Equal Opportunity Employer

Springfield Public Schools does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender or sexual orientation in admission or access to the treatment of employment in its programs and activities as required by state and federal law. If you have any complaints, please contact Human Resources at (541) 726-3203.

It is our policy to provide qualifying veterans and disabled veterans with preference in employment in accordance with applicable law. Applicants wishing to claim veterans' preference must provide the following military documents verifying their eligibility:

Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **OR** a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pension.

Disabled Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **AND** a copy of the applicants veteran's disability preference letter from the U.S. Department of Veterans Affairs (unless the information is included on the DD Form 214 or 215).

For veterans' preference to apply, the required military documents must be submitted at the time of application submission.

For more information, contact Springfield Public Schools at:

640 A Street • Springfield • OR 97477 • Phone: 541-726-3203 • FAX: 541-726-3315

<i>Shift Type</i>	Full Time
<i>Salary Range</i>	\$91,727.00 - \$110,265.00 / Annual
<i>Location</i>	SPRINGFIELD HIGH SCHOOL

Applications Accepted

<i>Start Date</i>	04/21/2022
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