



Gresham-Barlow School District
1331 NW Eastman Parkway
Gresham, OR 97030-3825
Human Resources Department

Posting Date: March 1, 2021

Assistant Principal - High School
235 days, Probationary Contract
1.0 FTE
Location: TBD

Start Date: 2021-2022 School Year, Approximately 7/1/2021

Compensation: 2020-2021 Salary Schedule \$106,537 - \$117,626

In-district and Out-of-District Applicant Deadline: Open until filled. Apply through gbsdjobs.com

Qualifications: Qualifications: State of Oregon Administrative License and current First Aid Card.

JOB DESCRIPTION

JOB TITLE: Assistant Principal - High School

Job Summary:

The position of "Assistant Principal - High School" provides for and demonstrates instructional leadership, a commitment to professional growth and maintains interest in and commitment to students, employees and patrons. Directs and supervises assigned curricular and co-curricular activities, student conduct, staff performance and fiscal management, to meet the district and school stated objectives, procedures, and priorities.

COMPENSATION:

Contract 235 Days; Start Date July 1, 2021
Salary Range: \$106,537-\$117,626 plus benefits package.

Essential Job Functions:

- In conjunction with the school principal, plans, organizes, coordinates and participates in programs and activities related to a comprehensive high school
- Enforces applicable building, district, state, and federal policies, rules, regulations, and laws
- Administers building and district discipline policies; confers with students, staff, parents and community agencies; responds to and resolves student, parent and staff complaints

and concerns; suspends or recommends expulsion of students as appropriate; attend expulsion hearings as needed

- Provides direction to a variety of staff and student programs and services
- Provides instructional leadership for the academic and personal growth and development of students by focusing the school's human and financial resources on research based approaches to learning and social development
- Provides quality and objective supervision and evaluation of designated licensed and classified staff
- Establishes, coordinates and maintains communication with community and parent groups, as directed
- Attends a variety of meetings and events to supervise, and to represent the high school
- Analyzes and interprets test data to evaluate the effectiveness of instructional programs and testing processes
- Supervises the preparation and maintenance of a variety of records and reports regarding student attendance, discipline, test scores, cumulative records and academic achievement
- Assigns duties to staff as appropriate to meet school objectives
- Assists with recruiting, interviewing and selecting new staff
- Contributes to budget development and expenditure controls, and assures economic use of resources
- Contributes to a positive educational climate in the school and community by involving others in the decision-making processes, by regular communication with the public, and by focusing all groups on the mission of the school
- Contributes to a safe and orderly educational environment by developing schedules supportive of quality instructional time, by applying consistent standards for student behavior at school and school events, and by leading staff efforts to develop greater facility in assisting students to become more responsible for their own behavior
- Contributes to improved student achievement by carefully examining all assessment data and using that information to formulate plans for improvement
- Maintains high standards of commitment to professional growth by involvement in professional organizations, by appropriate application of conference information and by reading widely in the literature about education
- Assists with the transportation needs of students, supervision of students on the way to and from the bus, supervision of loading and unloading of busses
- Prompt and regular attendance

Other Job Functions:

Essential Job Requirements – Qualifications:

- Experience Required:
 - Prior job related experience
- Skills, Knowledge and/or Abilities Required:
 - *Skills* to motivate students and staff, communicate with individuals from varied educational and cultural backgrounds, direct personnel, evaluate performance
 - *Knowledge* of age appropriate teaching methods, state curriculum framework, education laws and regulations, appropriate instructional subjects

- *Abilities* to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.
- Education Required:
 - Master's Degree
- Licenses, Bonding and/or Testing Required:
 - Oregon Administrative License
 - Criminal Justice fingerprint clearance
 - Cardiopulmonary Resuscitation and First Aid Certificates, Bloodborne Pathogen Training

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 or guarantee of any specific terms or conditions of employment.

Applicants with culturally diverse backgrounds are strongly encouraged to apply.

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

AN EQUAL OPPORTUNITY EMPLOYER