

# Springfield Public Schools

## 2023-24 Elementary School Assistant Principal Pool - Full Time/225 Days - Sites To Be Determined (23-24 AD02)

### JOB POSTING

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#### Job Details

Title	2023-24 Elementary School Assistant Principal Pool - Full Time/225 Days - Sites To Be Determined
Posting ID	23-24 AD02
Description	<p><i>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. <b>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.</b></i></p>
Posting Opens:	Friday, March 3, 2023
Application Review Begins:	Monday, April 17, 2023
Posting Closes:	Open Until Filled*
Contract Begins:	Friday, July 1, 2023

***\*Submit your application materials by 4:00 p.m. on Monday, April 17, 2023 in order to be considered during the initial application review process (date extended).***

#### Salary and Benefits

Salary begins at \$94,911 to \$114,093 per year (based on 2023-2024 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 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 Elementary School Assistant Principal - site(s) to be determined. Candidates must hold a current Oregon administrative license **or have the ability to obtain one**, and have demonstrated successful leadership abilities. This position will start July 1, 2023.

The Elementary School Assistant Principal works with the school Principal in setting the vision for achieving and sustaining high levels of student achievement. This position assists the Principal with leadership, coordination, supervision and management by providing proactive leadership to engage all stakeholders in the delivery of programs and services to support the student's academic achievement, personal, and social development.

#### 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.*

### **Instructional Leadership**

1. Assist with the development and implementation of curriculum, instruction, and assessment programs that ensure compliance with Board priorities, District educational goals, and state standards.
2. Ensure the ongoing evaluation and improvement of the District's instructional programs by directing the systematic review of curriculum and instruction offerings and recommending revisions as appropriate.
3. Be active in both school and district curriculum committees.
4. Ensure use of technology as an essential learning tool in the classroom and overall instructional program.
5. Model and support effective instructional strategies.

### **School Management**

1. Oversee the general management of day-to-day operational functions of the elementary school.
2. Assist in coordinating transportation, custodial, cafeteria, and other school support services; help conduct safety inspections and safety drill practice activities.
3. Provide leadership in maintaining student discipline and attendance.
4. Supervise the reporting and monitoring of student attendance.
5. Coordinate staff development.
6. Provide a safe school environment for all members of the school community.
7. Ensure the implementation of District-wide goals, priorities, policies, and procedures by coordinating assigned activities with other departments.
8. Cultivate and model a respectful working and learning environment.
9. Supervise students on campus before and after school; monitor students during lunch, recess, passing periods, and other activities.
10. Receive referrals and confer with students, parents, teachers, community agencies, and law enforcement.
11. May participate in IDEA, 504, MTSS, and tiered intervention teams.

### **Supervision and Evaluation**

1. Supervise and evaluate building certificated staff.
2. Supervise and evaluate building classified staff.
3. Supervise and manage assigned departments and programs within the school.

### **Communication**

1. Ensure effective two-way communication between the building administrative team, staff, parents, and the community.
2. Maintain ongoing communication with the district administrative team, students, parents, and the community.
3. Notify appropriate authority immediately in the event of any incident occurring on school premises.

### **MINIMUM 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.

### **Education/Experience**

- Master's Degree; **AND**
- Valid state of Oregon Administrative or Principal License from Oregon Teachers Standards and Practices Commission (TSPC) or the ability to obtain one.

### **DESIRED QUALIFICATIONS**

- Spanish/Bilingual preferred.
- Previous administrative experience preferred.
- Previous classroom teaching experience at the elementary level preferred.
- Demonstrated commitment to strengthen engagement of a diverse community.
- Demonstrated skills in communicating with a diverse population.

## **Certificates, Licenses, Registration & Other Requirements**

- Ability to obtain a valid First Aid/CPR card and pass assigned SAFE Schools training modules.
- May be required to obtain medication administration training, EPI-Pen training, and/or glucagon training.

**Knowledge, Skills & Abilities** *(May be acquired through education, training, and/or experience.)*

**Knowledge of:** District policies and procedures; best instructional practices and professional development; implementing equitable and inclusionary practices that support all learners; multi-tiered systems of support, specialized programs (i.e. 504, Special Education, PBIS); associated student body account practices and law; state and local assessment practices; school finance and operations; modern office practices and procedures; letter writing, correct language usage; telephone and record keeping/filing systems; computer hardware and software programs and their usage; safety and first aid practices and procedures.

**Ability to:** understand and apply District and school policies and procedures; maintain appropriate office appearance and attire; adhere to ethical, legal and professional standards; effectively work and communicate with students, parents, school personnel, and community; understand communicate and utilize effective collaboration techniques, best practices, and effective program/staff evaluation procedures; maintain records; communicate effectively both orally and in writing; utilize appropriate grammar and spelling when corresponding, make mathematical calculations accurately; follow oral and written instructions; provide direction, as assigned, to staff.

## **Work Direction, Lead & Supervisory Responsibilities:**

- Required to travel within region and state.
- Required to work flexible hours and schedules.
- Consistent, reliable attendance according to an established work schedule is required.
- Position may require prolonged sitting or standing with occasional stooping, bending, and reaching.
- Perform related duties as assigned.

## **Physical Effort:**

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

## **Working Conditions:**

Work environment combines standard school and office settings. Noise level is usually moderate, but occasionally high depending upon student population and activities. The employee may be exposed to bodily fluids, bloodborne pathogens, sick and/or contagious students. The employee may be exposed to toxic chemicals (for disinfecting) and outdoor weather conditions (e.g. field trips, supervision, and traveling between buildings).

## **Other**

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.

## **To Apply**

All our postings/applications go through TalentEd Hire. Go to [www.springfield.k12.or.us](http://www.springfield.k12.or.us) and click on the "Join Our Team" link. Scroll down to the Administrative Postings button and click the button, which takes you to TalentEd Hire.

*Incomplete applications may not be considered.* A complete application includes the following:

- Current resume
- Complete application including criminal history, drug-screen consent and affirmative action information forms on TalentEd Hire
- Complete set of college/university transcripts (official or unofficial)
- At least three current letters of recommendation from persons qualified to comment on your skills, abilities, and/or preparation for the position

**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

*Shift Type*

**Full Time**

*Salary Range*

**\$94,911.00 - \$114,093.00 / Annual**

*Location*

**VARIOUS SITES**

**Applications Accepted**

*Start Date*

**03/03/2023**