

Bret Uptmor
Superintendent



GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

GRANT UNION JR/SR HIGH SCHOOL-John Day ASSISTANT PRINCIPAL

Grant School District No. 3 is seeking applicants for an assistant instructional leader who can foster trusting, professional relationships with stakeholders to include students, staff, families and the school community. Grant Union is committed to providing a safe learning environment that fosters high academic achievement and productive citizens. The Assistant Principal directly assists the Principal in the administrative and operation of the school, the supervision of teachers and all other activities delegated by the Principal.

A COMPLETED APPLICATION FILE WILL INCLUDE:

1. Cover letter of introduction to include statement of "How you fit the qualifications for this position."
2. Resume
3. Three letters of reference
4. Official Transcripts
5. Copy of Oregon Administrative License
6. Holds Current First Aid/CPR card or willing to obtain by hire date
7. Provide proof of exemption or compliance with OAR 333-019-1030 requirements for Oregon public schools' staff
8. Application-available on District Website <https://www.grantschooldistrict.org/humanresources>

SEND APPLICATION MATERIALS TO:

BRET UPTMOR
GRANT SCHOOL DISTRICT NO. 3
401 NORTH CANYON CITY BOULEVARD
CANYON CITY, OREGON 97820
EMAIL: uptmorb@grantesd.k12.or.us

SALARY RANGE: \$83,172-\$91,829 to include comprehensive benefit package. 215 Day Contract

TIMELINE: Open Until Filled

STARTING DATE: July 1 2022

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact ADA Compliance Officer at 541-575-0423 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900. We encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We hire and promote without regard to race, color, gender, national origin, religion, or age, unrelated to job performance. Per District Policy GBED all new hires must pass a drug test prior to hire. Fingerprinting and criminal record checks are required by the Oregon Department of Education. (ORS 584-36-062)

MINIMUM QUALIFICATIONS:

- Administrative Licensure required.
- A Master's Degree plus current license or enrolled in an administrative program.
- Have demonstrated through professional experience qualities of leadership, communication skills, community, school relations and school improvement.
- Demonstrate communication skills that build relationships with students, staff, parents and communities.
- Demonstrate strong work ethic and ability to work outside regular office hours as needed to accomplish tasks, provide support for staff development, or meet with other constituents.
- Demonstrate the ability to work effectively with teachers to improve instruction.
- Maintains integrity of confidential information relating to students, staff, or District patrons.
- Knowledge of student behavior and discipline intervention strategies.
- Knowledge of Specialized programs (i.e. 504, Special Education).
- Knowledge of state and local assessment practices.
- Knowledge of school finance and operations.
- Knowledge of 7-12 curriculum standards and current best instructional practices.
- Holds and maintain a current Oregon driver's license.

RESPONSIBILITIES:

- Assists the Principal in the overall administration of the school.
- Serves as Principal in the Principal's absence.
- Assumes responsibility for scheduling of classes and extra-curricular activities.
- Assists the Principal in the supervision and evaluation of certificated and support staff assigned to the school.
- Assists Principal in monitoring the instructional program.
- Supports members of the instructional staff in furthering the effectiveness of the instructional program.
- Supervises building safety committee and drills
- Assumes responsibility for coordinating transportation, custodial, cafeteria and other support services, as assigned.
- Supervises the reporting and monitoring of student attendance and works with the attendance committee for informational follow-up.
- Assists principal and staff on school-wide discipline plan.
- Assists with student discipline.
- Serves with parent, faculty and student groups as requested in advancing educational and related activities and objectives.
- Guide individual students on matters of a personal, social-emotional, and academic nature.
- Assist students in planning a realistic educational program for four years compatible with their abilities and goals.
- Performs such record-keeping functions as the Principal may direct.
- Perform other duties as assigned.