

REYNOLDS SD 7

Assistant Principal - Elementary Level (Admin - Elementary AP - Glenfair-Hartley - 7464-7269 - 06252025)

JOB POSTING

Job Details

Posting ID

Title

Description

Admin - Elementary AP - Glenfair-Hartley - 7464-7269 - 06252025

Assistant Principal - Elementary Level

**Assistant Principal Opportunities
Glenfair Elementary School & Hartley Elementary School**

Reynolds School District is seeking **highly-visible, supportive leaders** to join our elementary leadership teams at **Glenfair Elementary School** and **Hartley Elementary School**. We are looking for collaborative educators who are committed to building strong school communities and who are passionate about student success.

As an Assistant Principal, you will become part of a dedicated team of educators who are deeply invested in their schools and communities. You will help guide school-wide systems and practices that support all learners.

The ideal candidate brings:

- A strong foundation in **Multi-Tiered Systems of Support (MTSS)**
- Experience with **Positive Behavioral Interventions and Supports (PBIS)** and **Restorative Practices**
- Deep understanding of **Special Education processes and procedures**
- Knowledge of **trauma-informed practices** and **social-emotional learning (SEL)**
- A collaborative approach to **K-8 curriculum and instruction**
- A commitment to **data-informed decision making** and leadership in the **Response to Intervention (RTI)** process

You will work alongside teachers and staff to use their strengths to improve student outcomes, foster a positive school culture, and implement systems that support both academic and behavioral growth.

Join Reynolds School District and contribute to a shared vision of excellence, equity, and community.

JOB TITLE: Assistant Principal - Elementary School(s)

Job Summary: The job of "Assistant Principal - Elementary" is done for the purpose/s of supporting the Principal's and other assigned personnel's job responsibilities; receiving, distributing and communicating information to enforce school, district, and state policies; maintaining safety of school environment; coordinating assigned school activities; use restorative practices to work with students to increase incidents of positive choices and develop successful interpersonal skills; and communicating information to staff, principal and the public.

Essential Job Functions:

- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates various meetings (e.g. curriculum, safety, site advisory, special district committees, staff development, etc.) for the purpose of coordinating agendas and ensuring that outcomes achieve school, district and/or state objectives.
- Engages in and facilitates restorative practices and conversations with students, staff and parents to prevent unexpected or inappropriate choices.
- Manages various school administrative functions (e.g. student disciplinary policy, assigning discipline, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
- Supervises assigned instructional personnel for the purpose of monitoring and evaluating performance, providing for professional growth and achieving overall objectives of school's curriculum.

- Prepares documentation (e.g. reports, correspondence, etc.) for the purpose of providing written support and/or conveying information.
- Supports Principal for the purpose of assisting with their job functions of maintaining overall school site operation.
- Presents information on various topics for the purpose of communicating information and gaining feedback.
- Attends various meetings and evening events (e.g. district, site, community, etc.) for the purpose of communicating, community building and/or gathering information.
- Evaluation of staff

Other Job Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Qualifications:

- **Experience Required:** At least 5-years teaching experience in K-12 school setting
- **Skills, Knowledge and/or Abilities Required:**

Skills to appropriately manage personnel and programs, communicate effectively, problem solve.

Knowledge of curriculum, cultural competence, education code, district policies, culturally responsive teaching, restorative practices, ESL strategies and best practices, and special education processes. Use of technology on the job, and ability to model technology use in the classroom.

Abilities to sit or stand for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational background, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.

- **Education Required:** Master’s degree from an accredited college or university.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Appropriate Oregon Administrative Credential, Valid Driver's License and evidence of insurability, Oregon Fingerprint and Criminal Check clearance. ESOL certification and bilingual endorsement is preferred.

Contract Days: 235
Full Contract Start Date: July 1, 2025 ** Salary may be prorated based on start date

ONLINE APPLICATION REQUIREMENTS:

Cover Letter
Resume
Philosophy on Education
3 Letters of Recommendation (Include Current Supervisor)

Shift Type	Full Time	Salary Range	\$121,704.00 to \$137,059.00
Salary Code	Annual	Job Category	Administrator
External Job Application	Administrator	Internal Job Application	Administrator
Location	ADMIN	Posting Status	Active
Minimum Qualifications Screening			

Job Application Timeframes

Internal Start Date	06/25/2025	General Start Date	06/25/2025
Internal End Date	07/06/2025	General End Date	07/06/2025

Job Pools

Pool Name	Quantity	Requisition ID	Requisition
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Default **1**

Alternate Job Contact

Name	Marie Marianiello	Title	Director of Schools - Elementary
Location	REYNOLDS SCHOOL DISTRICT	Phone	
Email	MMarianiello@rsd7.net		

References

Automatically Send Reference Check	No	Reference Check Form	Reference Check
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