

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE
 August 7, 2022



JOB TITLE: Assistant Principal

LOCATION: Parklane Elementary School

FTE: 1.0

SALARY: \$97,278 (based on 2021-2022 salary schedule; 2022-2023 salary schedule pending; prorated based on start date)

CONTRACT DAYS: 205 Days Annually (August – June; 2022-2023 days will be prorated based on start date)

START DATE: August 22, 2022 or when filled

OPENING DATE: August 7, 2022

CLOSING DATE: Open Until Filled

The Oregon Governor and the Oregon Health Authority (OHA) have issued a state mandate due to COVID-19. All staff are required to be fully vaccinated against COVID-19; proof of vaccination is required for employment.

JOB PURPOSE STATEMENT/S: The position of Assistant Principal – Elementary School serves as a school and educational leader responsible for contributing to the development, implementation, supervision, and evaluation of a comprehensive program of educational and student services. Carries out duties and responsibilities in accordance with board policies, statutory requirements, administrative rules and regulations, consistent with collective bargaining agreements, under the direction of the school principal. Advocates for the staff, school, and school community as appropriate.

ESSENTIAL JOB FUNCTIONS:

- Provides strong instructional leadership.
- Facilitates communication among personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates various meetings (e.g. school improvement grant, curriculum, safety, school committees, special district committees, staff development, etc.) for the purpose of ensuring that outcomes achieve school, district, and/or state objectives.
- Intervenes in occurrences of inappropriate behavior of students and/or parents for the purpose of assisting students in modifying inappropriate behavior, developing successful interpersonal skills and/or initiating disciplinary action.
- Manages various school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purposes of ensuring that outcomes achieve school, district, and/or state objectives, as well as to maintain safety and efficiency of school operations.
- Prepares documentation (e.g. reports, correspondence, etc.) for the purpose of providing written support and/or conveying information.
- Presents information on various topics for the purpose of communicating information and/or gaining feedback.
- Supports the principal for the purpose of assisting with their job functions of developing effective, high-quality school site operations and educational programs.
- Evaluates teachers and support staff.
- Modifies and maintains master schedule and other scheduling duties.

OTHER JOB FUNCTIONS:

- Lead School Improvement Grant-related activities and complete related documentation, as applicable.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attend various meetings (e.g. district, site, community, etc.) for the purpose of communicating and/or gathering information.
- Work effectively with technical programs within the school and district.
- Continues to grow professionally by attending professional meetings, reading professional journals, etc.
- Perform other duties as assigned.

REQUIREMENTS – QUALIFICATIONS:

- **Experience Required:** Prior job-related experience with increasing levels of responsibilities serving a diverse school community.
- **Skills, Knowledge and/or Abilities Required:**

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

Knowledge of curriculum, education code, district policies, and computer literate.

Abilities to sit 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 backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling, fingering, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.

- **Licenses and/or Testing Required:** Appropriate administrative license, valid driver's license and evidence of insurability, and Criminal Justice fingerprint clearance.

TERMS OF EMPLOYMENT: 205 days per year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.

APPYLING:

To be considered for this position, applicants are required to apply online through [TalentEd Recruit & Hire](#) with the following documents uploaded:

- 1) Letter of Interest;
- 2) Current Resume;
- 3) Three (3) Current Letters of Recommendation;
- 4) Unofficial Transcript(s) of undergrad/grad coursework. If employed, the candidate will be required to submit official transcripts in sealed envelopes from the institution(s);
- 5) Copy of Oregon Administrative License (or verification of process to obtain a TSPC Oregon license).

For information about the position, contact:

Jorge Meza, Principal
Email: jorge_meza@csd28j.org

For questions about applying, contact:

Shannon Burley, Human Resources Secretary
Email: shannon_burley@csd28j.org