

Job Title: High School Assistant Principal

Reports To: High School Principal

Status: Full-Time, Exempt

Salary Range: \$70,000-\$95,000

This Position is for the 2023-2024 School Year
Position Closes March 30, 2023



Overall Description:

Evergreen Virtual Academy provides families an online option for a high-quality, personalized education experience. Students can thrive, find their passion, and learn in an environment that encourages discovery at their own pace. In support of this, we are committed to creating and maintaining a culture of inclusion and diversity where our employees are passionate about serving students and families, treat one another and customers with respect, challenge each other to innovate and always strive to do better.

The mission of EVA is to provide a safe, inclusive and collaborative environment that values individual growth and achievement. Student success will be measured by valid and reliable assessment data, parent and student satisfaction, and continued institutional growth within the academic community.

Essential Functions:

- Ensures conformance of educational programs to state and local school board standards through evaluation, development, and coordination activities; As needed, researches and implements curriculum resources that meet state standards.
- Helps articulate the school's mission and vision with the aim of ensuring all stakeholders have a common understanding and are positioned to work cooperatively in order to achieve desired results; Utilizes/relies heavily upon communication technologies and practices that most effectively support a predominantly virtual/remote work environment.
- Ensures that the school is meeting the needs of students while complying with local, state, and federal laws regarding special education and other categorical programs (such as Title I, LAP, CTE).
- Manages program data and facilitates a data team to ensure school improvement goals are on track.
- Acts in a supportive role with the principal in work with parents, learning coaches, teachers, and the community to promote the effective flow of communications and ensure positive relations with all EVA stakeholders. Listens and responds to parents, learning coaches and student concerns with sensitivity. Conducts family and student meetings.
- Supervises and evaluates assigned personnel (e.g. teachers, support staff) for the purpose of ensuring that standards are achieved, and performance is maximized.
- May serve as administrative representative for psychological assessment, IEP review, and parent conferences. Assures compliance with District, State, and Federal guidelines.
- Confers with teachers, students, and parents concerning educational and behavioral problems in school
- Assists in development of master schedule and course placements.
- Assists with hiring and training/onboarding of new teachers.
- Provides professional development, plan staff meetings, help guide PLC work.
- Implementation of goals and selection of instructional materials; analyzes test data; determines ways to improve instruction and student goals; Keeps abreast of developments and trends in curriculum and instruction, and provides leadership in determining program direction and improvement to curriculum and instruction.
- Participates in meetings, workshops and seminars for the purpose of conveying and or gathering information required to perform function.

- Supports the principal in communicating information, collaboration, and gaining feedback on school wide programs including, CTE programing, Dual Credit, and High school Success Grant funding.
- Acts in the capacity of the principal during the principal's absence from the school.
- Performs other related duties as assigned by the principal.

Qualifications:

Minimum Required Qualifications:

- Previous Supervisory Experience
- Current Oregon Administrator License
- Master's degree
- Five (5) years of educational experience OR Equivalent combination of education and experience
- Ability to clear required background check.

Essential Requirements:

- Ability to maintain confidentiality.
- Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers, and community.
- Ability to keep and maintain accurate records and meets deadlines.
- Ability to embrace change and adapt to ensure excellent student outcomes.
- Ability to problem solve independently and have a high level of organization.
- Understanding of interdependency of deadlines on multiple projects and able to act to preserve integrity on other people's deadlines.
- Ability to work independently, typically 40+ hours per week.
- Ability to maintain a professional home office without distraction during workday, as defined by the school.
- Ability to travel as required (on average once per month and/or approximately 10% of the time) for face to face professional development, student testing, and as required by school.
- Access to reliable high-speed internet,
- Proficient in Microsoft Excel, Outlook, Word; PowerPoint, etc.
- Ability to rapidly learn and adapt to new technologies and teaching platforms.

Desired Qualifications:

- Experience working with proposed age group.
- Experience supporting adults and children in the use of technology.
- Experience working in a virtual environment.
- Experience with Canvas, Zoom, Class.com, or other online platforms.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is a home-based position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 45 pounds and regularly life up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. While performing the duties

of this job, the employee is frequently required to sit and regularly required to use hands to finger, handle, or feel and talk or hear.

NOTE: The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties or projects, as assigned by their supervisor and based on program needs and targeted teacher workload.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

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