

Job Posting: Teacher on Special Assignment/Assistant Principal

We're hiring for the 2025-2026 school year!

Location: Eagle Charter School, Salem, Oregon

Position Type: Teacher on Special Assignment or Assistant Principal (depending on licensing)

Start Date: August 1, 2025

About Us

At Eagle Charter School, our vision is simple and bold: **100% of students will be proficient or above in core subjects by the end of fifth grade.** We achieve this through differentiated instruction, targeted interventions, and a collaborative team approach. Additionally, Eagle Charter students will understand the importance of kindness and social justice and their roles as global citizens, caring for the community and making the world a better place.

We are a small, state-sponsored charter school serving students in **Kindergarten through Fifth Grade.** Our student body is diverse and neurodivergent. As Oregon's only **MicroSociety school**, we offer a dynamic learning environment where students apply academic skills in real-world contexts, running their own businesses and organizations.

As a Teacher on Special Assignment or Assistant Principal, you'll play a pivotal role in behavioral and instructional interventions, staff guidance, parent engagement, and student management, all while reinforcing Eagle's core values: **be safe, respectful, responsible, and kind.**

At Eagle Charter School, we believe that all students learn, grow, and thrive when given the proper support. Every member of our school staff is vital to providing this support for student success and achievement. If you're energized by big goals, joyful learning, social justice, and high standards for teaching, then we want to meet you.

About You

You're the kind of person who:

- Believes in the profound impact of every role within a school, recognizing your ability to make a tangible difference in students' lives
- Is flexible and proactive in identifying and addressing student needs and challenges
- Has experience working with neurodivergent children - especially ADHD and ASD
- Understands each child needs a cheerleader and a loving adult in their lives
- Takes data and collaboration seriously
- Understands how to improve instruction in elementary school
- Contributes positively to the work culture
- Is enthusiastic and enjoys building positive, engaging relationships with students and colleagues
- Has a demonstrated history of strong classroom management
- Sees parents as partners and works to build strong relationships

- Constantly improves your own skill set through professional development or independent learning
- Knows students thrive when they have clear boundaries and high expectations
- Is reflective, open to feedback, and committed to continuous improvement to ensure student success
- Finds fulfillment in working to improve the lives of young people

Key Responsibilities

This position collaborates with the school Principal in setting the vision for achieving and sustaining high levels of student achievement. This role provides leadership, coordination, supervision, and management by engaging all stakeholders in the delivery of programs and services to support students' academic achievement, personal, and social development.

Instructional Leadership

- Assist with the development and implementation of curriculum, instruction, and assessment programs that ensure compliance with school goals and state standards.
- Ensure the ongoing evaluation and improvement of instructional programs, directing systematic review of offerings and recommending revisions.
- Actively participate in school committees.
- Model and support effective instructional strategies, including the use of technology.

Student & School Management

- Oversee the general management of day-to-day operational functions of the elementary school.
- Provide leadership in maintaining student discipline and attendance, including supervision of reporting and monitoring.
- Supervise students on campus (before/after school, breakfast, lunch, recess, etc.).
- Receive referrals and confer with students, parents, teachers, community agencies, and law enforcement.
- Participate in **IDEA, 504, MTSS, and tiered intervention teams.**
- Ensure a safe school environment and coordinate safety inspections and drills.
- Cultivate and model a respectful working and learning environment.
- Create strong partnerships with parents and caregivers.

Staff Support & Communication

- Coordinate staff development opportunities.
- Ensure effective two-way communication between the administrative team, staff, parents, and the community.
- Notify appropriate authorities immediately in the event of any incident on school premises.
- *May include supervision and evaluation of building-certified and classified staff if licensed as an Assistant Principal.*

Salary & Benefits

Salary: \$50,000 - \$80,000, depending on education and experience.

Contract: 220-day contract (August 1 - June 30); paychecks divided over 12 months.

Paid Time Off: 12 days of PTO per year.

Health: Medical & dental plans and coverage available.

Retirement: PERS (Oregon Public Employees Retirement Savings) eligible.

Optional Savings: 401b savings plan through Oregon Saves.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Education/Experience: Master's Degree AND a valid Oregon Teaching License (if a TOSA) or Oregon Administrative License (if an Assistant Principal) from the Oregon Teachers Standards and Practices Commission (TSPC) OR the ability to obtain one.
- Certificates, Licenses, Registration & Other Requirements:
 - Ability to obtain a valid First Aid/CPR card.
 - May be required to obtain medication administration training, EPI-Pen training, and/or glucagon training.
- Desired Qualifications:
 - Bilingual preferred (Spanish/English, Russian/English, or ASL/English).
 - Previous elementary classroom teaching experience.
 - Demonstrated commitment to strengthening engagement of a diverse community and communicating effectively with diverse populations.

Physical Effort & Working Conditions

While performing the duties of this job, the employee is regularly required to talk or hear, walk, stand, sit, use hands for fine manipulation, and reach with hands and arms. The employee must regularly lift and/or move up to 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.

Work environment combines standard school and office settings. Noise level is usually moderate, but occasionally high. The employee may be exposed to bodily fluids, bloodborne pathogens, sick and/or contagious students, and outdoor weather conditions.

Our Hiring Process

We're looking for a TOSA or Assistant Principal who is aligned with our vision and ready to grow.

1. Submit a resume, cover letter, and at least one letter of recommendation to office@eaglecharter.org
2. Submit your Myers-Briggs Type Indicator (personality style) to office@eaglecharter.org (you can find a free quiz at <https://www.16personalities.com/>)
3. Be prepared for a virtual or in-person screening interview
4. Share references and additional letters of recommendation upon request
5. Second interview (as needed)
6. Reference check + final decision
7. Complete fingerprinting and a background check (upon offer of employment)

Deadline to submit a resume/cover letter: June 27, 2025.

We'll begin contacting candidates the week of June 30.

We'll conduct interviews the week of July 7 and/or July 14.

We're not just interested in hiring a teacher or assistant principal. We're hiring someone who will help 100% of our students become safe, confident, successful students by the end of elementary school. If that sounds like you, we hope you'll apply.

An Affirmative Action / Equal Opportunity Employer

Eagle Charter School 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.

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. Eagle Charter School 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. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact our office to discuss your application.

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.

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 may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.