

**JOB OPENING #728
2024-2025**

ASSISTANT PRINCIPAL

**Location: Aumsville Elementary School
1.0 FTE**

DATE POSTED: May 1, 2024

DATE CLOSED: Open Until Filled

SALARY: \$95,000 - \$115,000

APPLICATION PROCEDURE:

1. Application through Frontline Recruiting & Hiring

COMMUNITY EXCELLENCE THROUGH EDUCATION

Cascade School District, USDA, and the State of Oregon are equal opportunity providers and employers.

If you require reasonable accommodations for the application/interview process, please call Cascade School District Human Resources at (503) 749-8010 ext 1802 or speech/hearing-impaired persons may contact the district for assistance through Oregon Relay at 711.



ASSISTANT PRINCIPAL - ELEMENTARY

Primary Function:

Assists in the planning, administration, and evaluation of functions necessary for the operation of an elementary school. Supervises and controls student conduct and attendance.

Supervised By:

Building Principal

Essential Functions:

E-1 Student Management Responsibilities:

- a. Coordinates the monitoring and supervision of students in hallways, playgrounds and loading and unloading of buses.
- b. Assists with the discipline of students.
- c. Serves as resource to staff who have to staff in dealing with classroom management issues.
- d. Assists with students who have emotional and/or disciplinary problems that require additional attention.
- e. Consults with, and assists, the school staff and parents in developing student behavioral expectations.
- f. Plans, develops, and implements individual student behavior contracts in conjunction with the classroom teacher and parents.
- g. Acts as a resource person for staff training in the area of discipline issues, and provides related materials. Assists teachers in classroom management of effective instructional practices.
- h. Works with referred students for the purpose of modifying inappropriate behavior, and identifies alternative placement for disruptive students.
- i. Coordinates the implementation and evaluation of school wide discipline procedures which match the District Discipline Policies and ensure equity for all students.
- j. Assists the principal on disciplinary issues related to suspension and expulsion.
- k. Assists in developing programs and/or activities to promote positive student behavior as well as intervention strategies. Plans and coordinates school activities and awards programs.

E-2 School Improvement Responsibilities:

- a. Participates in school improvement efforts at the school and district levels.
- b. Assists in the planning and implementing of staff development activities.
- c. Assists in the selection of staff.
- d. Carries out the evaluation and supervision of assigned staff.
- e. Assists with the monitoring of substitutes and student teachers.
- f. Assists with the selection, evaluation, and implementation of curriculum and instruction within the school/district.

- g. Works with teachers in identifying appropriate teaching strategies that will address the unique learning styles of students.

E-3 Communication Responsibilities:

- a. Supports the public relations/communications effort directed towards all audiences of the school and the District through both verbal and written communications.
- b. Assists with committee responsibilities.
- c. Assists in supervising before and after school activities.

E-4 Building Management Responsibilities:

- a. Assists in developing and monitoring the school budget.
- b. Assists in monitoring consumable, textbook, library and other inventories.
- c. Assists in developing school schedules for students and teachers.
- d. Assists with the monitoring and supervision of facilities.
- e. Participates in developing annual plans for building operation, procedures, and activities.
- f. Participates in planning short and long-term programs and activities to meet a variety of student needs.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned.

Minimum Qualifications:

- a. Master's Degree
- b. Appropriate Oregon Administrative License or the ability to obtain within one year.
- c. At least 3 years of successful teaching experience and/or administrative experience.
- d. Background in special education preferred.

Work Environment:

Subject to inside and outside environmental conditions with routine exposure to the weather including seasonal heat and cold. Subject to working in a school/office environment with occasional travel to evening and weekend meetings and activities.

Physical Requirements:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. occasionally, and up to 10 lbs constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

May be required to restrain a student using moderate strength and district approved techniques.

Intermittent bending, twisting, squatting, kneeling, crawling, reaching. On feet throughout the day. Work effectively in an environment which can be both physically and emotionally fatiguing.

Work with students who may exhibit aggressive assaultive behavior.

Regular attendance at work and work activities is required.

Work Year: 215 days
Bargaining Unit: CNREBSA
FLSA Status: Exempt
Date Revised: April, 2020

Equal employment opportunity and treatment shall be practiced by the District regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veteran's status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.