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**JOB TITLE: MIDDLE SCHOOL ASSOCIATE PRINCIPAL**  
**REPORTS TO: SHERWOOD MIDDLE SCHOOL PRINCIPAL**

**WORK YEAR: 255 days**

**JOB SUMMARY:**

The Associate Principal will provide assistance to the Principal for the overall leadership and administration of the building, and as such, assume responsibility for all aspects of the school program. As assigned, the Associate Principal will use necessary leadership, supervisory and administrative skills so as to promote the educational development of each student to his/her fullest potential.

**LEADERSHIP QUALITIES:**

1. Committed to the pursuit of excellence: Demonstrates a willingness to speak honestly, listen openly, and lead purposefully as a building leader and supervisor.
2. Committed to providing innovation and leadership towards reaching extraordinary results in a comprehensive educational environment.
3. Engaging change agent striving for exceptional results in staff and student performance.
4. Personal and professional honesty and integrity with strong ethical and moral standards.
5. Visible in the school and active in the Sherwood community as well as the region's larger educational community.
6. Strong interpersonal skills – a team builder and a team player.
7. Innovative and creative problem-solving abilities, engaging others in decision-making, and willing to assume responsibility for decisions.
8. Strong supporter of all staff and students.
9. A strong work ethic.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Assists the Principal in providing leadership and technical assistance for the middle school in the areas of curriculum, instruction, assessment, evaluation, school improvement, and instructional technology.
2. Collects and analyzes data, assesses needs, evaluates student progress, and plans strategically to improve student achievement.
3. Assists the Principal in establishing and employing effective communication strategies between District Office, staff and the parent community.
4. Assists the Principal in facilitating decision-making processes.

5. Implements Board policies and administrative rules and regulations relating to the schools.
6. Assists the Principal in keeping the Superintendent and Executive Team informed of the school's activities and/or potential problems.
7. Maintains a systematic plan for keeping of students' records.
8. Assists in implementing plans which assure safe conduct of students and staff, including training for fire, earthquake, and/or other emergencies which may arise.
9. Maintains professional and technical knowledge by participating in professional development opportunities.
10. Serves as a collaborative team player with staff, co-workers and supervisors.
11. Provides for the establishment and implementation of guidelines for proper student conduct and discipline.
12. Works with various members of the District administrative staff on school issues that support schools, students, staff, and activities such as Transportation, Special Programs, Nutrition Services, and others.
13. Participates in appropriate District meetings as may be required.
14. Stays abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
15. Assists in developing and implementing an annual school improvement plan that supports the values and strategic plan of the District.
16. Assists the Principal in leading the staff in developing and adapting courses of study and school programs to achieve the goals of the District, school, and District and State curriculum requirements.
17. Assists in the recruiting, screening, training, assigning and evaluation of all school personnel under his/her supervision. This shall include recommendation as to initial employment as well as continued employment or dismissal.
18. Provides for the orientation of newly assigned staff members and assist in their development, as appropriate.
19. Assists in the implementation of a systematic program of supervision and evaluation of the entire staff.
20. Works collaboratively with other administrators to develop and implement professional development systems to support the development of school employees.
21. Models a respectful working and learning environment.
22. Collaborates with Facility Services on upkeep and maintenance of building and grounds.
23. Performs other duties as needed.

#### **MINIMUM QUALIFICATIONS:**

1. Recent successful experience in public education; district or school administrative experience. Middle school experience preferred.
2. Master's degree.
3. Valid Oregon administrative license or ability to obtain Oregon administrative license.

4. Working knowledge of current theory, research, and effective practices in the areas of instruction, staff development, student assessment, program evaluation, and school improvement.
5. Working knowledge of current Oregon laws, policies, administrative rules, and model programs related to curriculum, instruction, assessment, and evaluation.
6. Working knowledge of instructional media and technology.
7. Demonstrated ability to facilitate staff and parent groups in meetings.
8. Demonstrated ability to compose and produce clear, coherent professional documents.
9. Demonstrated ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds.
10. Demonstrated ability to maintain the integrity of confidential information relating to students, staff, or District patrons.
11. Demonstrated ability to solve problems and make decisions.
12. Demonstrated ability to deliver concise, succinct, professional presentations to various stakeholder groups.
13. Demonstrated ability to work harmoniously with others

## **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the School Board's policy on evaluation of administrative personnel.

## **PHYSICAL REQUIREMENTS:**

Ability to perform the requirements of this job description and the assigned duties with or without reasonable accommodation. Within a typical workday, the employee may be required to perform any combination of the following:

1. In an eight-hour day, the employee may:
  - a. Stand/walk 4-8 hours
  - b. Sit 4-8 hours
  - c. Use voice 7-8 hours
  - d. Utilize computer 2-8 hours
2. The employee may on a daily basis:
  - a. Bend, kneel, squat, reach
  - b. Climb stairs
  - c. Use hands for repetitive motions, including single grasping, fine manipulation, and pushing/pulling a maximum of 40 pounds
  - d. Drive between District facilities for meetings

## **WORKING CONDITIONS:**

The employee works with groups of staff and students, and on a one-on-one basis. The working conditions are that of a typical office atmosphere and/or school building.

Occasional travel between District buildings is required; occasional travel to area districts or ESDs for meetings and conferences should be anticipated.

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.

The employee may regularly perform work beyond a standard 40-hour work week when work-load requires.

The work environment varies and includes standard office, school buildings and school grounds settings. The noise level in the work environment is usually low to moderate.

The District complies with the Americans with Disabilities Act by providing reasonable accommodations, as necessary, to allow disabled applicants and employees to perform the essential functions of this job.

#### **AN EQUAL OPPORTUNITY EMPLOYER**

Sherwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, national origin, disability, parental or marital status, age, or genetic information. Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990 (ADA) and the ADA Amendments Act of 2008 (ADAAA). Disabled persons may contact Human Resources at (503) 825-5000 for additional information or assistance. Speech/Hearing impaired persons may contact the District for assistance through the Oregon Relay at (800) 735-2900.

#### **OTHER:**

**Note:** 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 or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.