



**Butte Falls School District #91**

P.O. Box 228 • 720 Laurel Avenue• Butte Falls, OR 97522

(541) 865-3563 • fax (541) 865-3217

***Accredited by Cognia***

**TITLE:** Assistant Principal

**FLSA STATUS:** EXEMPT

**REPORTS TO:** Superintendent and/or designee

JOB SUMMARY

The role of Assistant Principal is done for the purpose of assisting district administration in managing overall school site operations in accordance with school, District and State policies; providing instructional leadership to staff, maintaining safety of school environment; coordinating site activities; communicating information to staff; addressing situations, problems and/or conflicts that could negatively impact the school, representing the school in the community, and building positive relationships with students and families.

ESSENTIAL DUTIES AND RESPONSIBILITIES

* Ability to organize, manage, evaluate and supervise effective procedures for the operation and functioning of the entire school, consistent with the philosophy, mission, values and goals of the school and district. This includes (1) instructional programs aligned to the state standards, (2) extracurricular activities, (3) discipline systems that ensure a safe, orderly, restorative climate. (4) financial management, (5) program evaluation, (6) personnel management,(7) office operations, (8) emergency procedures, and (9) community relations.
* Support school staff in the integration of healthy and safe practices
* Facilitates communication between personnel, students and/or parents/families for the purpose of evaluating situations, solving problems, resolving conflicts. and/or building positive relationships .
* Improves school discipline systems, including developing and implementing restorative discipline practices, and creating activities to help reduce exclusionary discipline;
* Assists in developing/implementing threat assessment systems and protocols;
* Intervenes in occurrences of inappropriate behavior of students and/or parents for the purpose of safety and to assist students in modifying inappropriate behavior, develop successful interpersonal skills. These interventions will be appropriately documented, and in the case of students, may include discipline up to and including suspension.
* Manages various school administrative functions (i.e., student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.
* Develop early warning systems to help improve dropout prevention.
* Prepares documentation for the purpose of providing written support and/or conveying information.
* Supports staff for the purpose assisting with their job functions of maintaining overall school site operation.
* Ability to assume responsibility of the school in the absence of the principal as directed.
* Supports school improvement efforts with building leadership and staff; implements effective strategies to improve instruction and reduce achievement gap at school level.
* Directs implementation of district curriculum in each classroom.
* Participates in the hiring of staff, supervises and evaluates licensed and educational support staff.
* Assists with the development of the budget; monitors spending for the purpose of achieving program objectives efficiently.
* Communicates effectively with staff, students, parents, school board and community about the school.
* Other duties as assigned.

QUALIFICATIONS

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* Valid Oregon administrative license or the ability to obtain one. Master’s degree in educational administration or in education with emphasis in curriculum and instruction. Working knowledge of current theory, research, and effective practices in the areas of instruction, staff development, student assessment, program evaluation, and school improvement. Successful supervisory experience; personnel management; financial management; budget preparation and management.
* Ability to appropriately communicate with diverse staff and others including outside agencies. Ability to work as part of a multidisciplinary team and collaborate well with others. Demonstrates personal and professional honesty and integrity. Focuses on solving conflict as needed; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others’ ideas and contributing to building a positive team culture. Demonstrated ability to successfully work with students, staff, parents and the public. Ability to cultivate and model a respectful working and learning environment.
* Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
* **Mathematical Skills:** Ability to add, subtract, multiply and divide.
* Innovative and creative problem-solving abilities, engaging others in decision making, and willing to assume responsibility for decisions. Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form.
* General knowledge of computer usage and MS Office 365. Ability to successfully communicate utilizing emails/video-conferencing systems.
* Committed to providing innovation and leadership towards reaching extraordinary results. Maintain regular and consistent attendance and punctuality. Ability to work in any environment with regular interruptions. Demonstrates a strong work ethic.
* Certificates as determined by the District including a valid Oregon Driver’s License, if required. Ability to obtain a valid CPR/First Aid card.

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 individuals with disabilities to perform the essential functions.*

* Frequently required to walk, stand and sit and walk on uneven terrain to maintain equipment
* Occasionally climb ladders
* Frequently required to bend, stoop, kneel, climb stairs, crouch or crawl
* Ability to lift, push and pull furniture or equipment and lift boxes of supplies, equipment or other items up to 50 lbs.
* Regularly required to talk, hear, and listen.
* Use hands for fine manipulation, handle or feel and reach with hands and arms operating a computer keyboard and mouse.
* Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision
* Regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds.

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.*

The noise level in the work environment is usually low to moderate, but occasionally high depending upon equipment or tools being used. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

*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.*

The District believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope, but should not limit the incumbent nor the District to the work identified. It is our expectation that every employee will offer his/her services whoever and whenever necessary to ensure the success of the District’s goals.

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***EQUAL OPPORTUNITY EMPLOYER:***

The District recognizes the diversity and worth of all individuals and groups. It is the policy of the District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran’s status, genetic information or disability in any educational programs, activities or employment.

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. Individuals with disabilities may contact the Human Resources Director for additional information or assistance.

***EMPLOYEE STATEMENT:***

I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

**Employee Signature: Date:**

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**Superintendent/Designee Signature: Date:**

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