

**Job Title:** Assistant Principal  
**Work Days:** 220  
**Effective Date:** July 1, 2021

**Work Site:** School  
**Reports To:** Principal  
**FLSA Status:** Exempt

### **EMPLOYEE VALUE PROPOSITION**

Jefferson County School District is committed to seeing every student realize their full potential while receiving a top-tier education. Our small Central Oregon community is rich in culture and beauty, providing some of the greatest assets Oregon has to offer. You'll find breathtaking views, an abundance of outdoor activities and plenty of unique and enriching community events. It's the perfect place to make an impact on the world, one student at a time.

### **POSITION SUMMARY**

This position assists the building principal in organizing and fostering a positive, safe environment that is conducive to best meeting the needs of all students, staff and families. This includes such responsibilities as: leading, directing, counseling, and supervising a variety of personnel and programs; creating effective family, teacher, and student communications; supporting, encouraging, mentoring, and evaluating staff; fostering teamwork among all staff and families; and managing designated budget items.

This position may act in the capacity of the principal during the principal's absence from the school..

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists as directed in leading and implementing effective instructional strategies, producing clear school-wide communications and managing student behavior.

- Consistently support the needs of diverse learners, through appropriate delivery methods, assessment, and staff development for improvement of teaching and learning.
- Assists as directed with developing the schools master schedule to maximize teaching and learning opportunities for students.
- Assists as directed with hiring, onboarding and professional growth and evaluation of assigned licensed and classified staff to ensure the highest levels of teaching in learning in the school.
- Consistently promotes school safety by assisting as directed with implementing safety drills and procedures, collaborating with School Resource Officers, District Safety Officer and following Board Policy.
- Assists as directed with student orientation; counseling; student management, due process; data gathering, student recognition; and securing student services with appropriate stakeholders.
- Productively engages in district-level work as assigned by supervisor or Superintendent.
- Performs other necessary duties as assigned by the supervisor as needs shift and evolve.

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 which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

### **MINIMUM QUALIFICATIONS**

- Must possess a Master's Degree from an accredited college or university.
- Oregon Administrative License issued by TSPC or ability to obtain prior to start.
- At least five (5) years of classroom teaching experience.

## **PREFERRED QUALIFICATIONS**

- Bilingual Spanish.

## **SPECIFIC JOB ABILITY**

- Strong decision-making, analytical and organizational skills.
- Advanced skill in dealing with students, staff and families with diverse needs in various situations.
- Ability to promote and follow Board and Administrative policies, student conduct code, and building and department procedures.
- Excellent interpersonal relations.
- Ability to effectively present information and respond to questions from families, administrators, community stakeholders, etc.
- Able to communicate well, with a wide-range of constituents, in writing and verbally.
- Ability to establish and maintain effective relationships with students, school personnel, families, vendors, peers and other stakeholders.
- Ability to use tact, patience and courtesy when dealing with others.
- Ability to effectively utilize Google Suite Applications.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises employees assigned by the Principal. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring and developing employees; assigning and directing work; appraising performance; disciplining employees; and addressing concerns and resolving complex problems.

## **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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; and use hand dexterity for computer work and keyboarding skills at a minimum of 45 words per minute, handle or feel and reach with hands and arms. The employee is frequently required to stand for extended periods of time. The employee must lift and/or move up to 30 pounds and occasionally up to 50 pounds on occasion. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

Regularly perform work beyond a standard 40-hour work week when workload requires.

## **JOB CONDITIONS**

The Assistant Principal will often work beyond an eight-hour day and a five-day week to take care of daily work, attend meetings, conferences and district/school activities. This position requires excellent communication, problem-solving and small-group process skills. A substantial portion of the work will involve conflict management and sensitive situations with staff, families, and stakeholders.

Confidentiality is crucial. Workloads are heavy and timelines can be unreasonably short. Requests and issues are often received which require immediate attention and conflict with other priorities.

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 is occasionally exposed to wet or humid outdoor weather conditions. The noise level in the work environment is usually low to moderate.

**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.

Prepared By: Superintendent

Prepared Date: December 2020

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_