



## Elementary School Assistant Principal

---

Salary Level: Per negotiated agreement

Classification: Administrator

Reports to: Principal or Designated Administrator

FLSA Status: Exempt

---

### Position Summary

- Assists in Planning, leading and administering the operation of an elementary school within federal, state and District guidelines. Provides leadership and administration resources to ensure the highest levels of instruction, teaching and learning, and support to staff to enable optimum performance in achieving the best possible opportunities for students' growth and development.

### Minimum Requirements

- Master's degree with minimum of five years of teaching experience
- Valid Oregon Administrator license
- Bilingual Spanish Preferred, not required

### Essential Duties and Responsibilities

- Serves as an instructional leader and supports the principal as the operational manager of an elementary school facility.
- Ability to communicate effectively in both written and verbal formats to different audiences for a variety of purposes.
- Plans, designs and implements culturally responsive instructional strategies tied to curriculum development, and implements instructional programs and activities designed to meet the unique needs of students and the educational community.
- Works closely with the school staff in identifying educational and instructional needs, and in developing long- and short-range plans to improve the instructional process.
- Plans, develops, organizes, and administers support systems designed to ensure that site goals and objectives are achieved, and that all levels of staff adhere to District, state, and national educational standards and goals.
- Plans, develops, organizes, and administers support systems which provide optimal educational opportunities for middle school age students.
- Confers and consults with school and District personnel, parents, and students pertaining to educational and behavior management problems and alternative solutions.
- Supervises students in a variety of settings in and around the school
- Develops and maintains a student behavior management system school wide in accordance with school and district standards and guidelines.
- Directs, supervises, observes, assesses, and evaluates personnel; establishes and maintains a positive team building and team management system.
- Confers with instructional and support personnel in developing alternative solutions to unusual or unforeseen problems.
- Participates in administrative activities at the direction of the supervisor/principal. These may include, but are not limited to budget development and oversight, master schedule development and maintenance, student scheduling, IEP oversight, mental health service delivery, etc.
- Is fully responsible for all aspects of the state of Oregon and Greater Albany Public School adopted administrator standards of performance.

- Assumes a leadership role in the functions and activities of site and District advisory committees and groups.
- Participant in the local community as well as the school district community.
- Perform other duties as assigned by the superintendent.

Qualities and Qualifications

- Bilingual and Bicultural preferred but not required.
- Strong communication skills desired to work with a diverse student/parent population.
- Relationship skills, collaborative, inclusive consensus builder, motivator.
- Compassionate, sense of humor and humility, trustworthy, integrity.
- Innovative problem solver, creative visionary, flexible, facilitator, resourceful.
- Energetic, hard worker, decisive, organized, objective, professional.
- Successful administrative and school based experiences.
- Knowledgeable and adept at using all forms of current technology to communicate.
- Experience supervising employees using a coaching model to improve practice.
- Current administrative license.

Physical Requirements:

- This position involves active supervision of students in and around the school facility. Mobility and the ability to move around inside and outside of the school is required.
- Must be able to spend time intermixing with the student population in large group settings.
- Ability to lift 50 pounds.
- Must be able to intervene physically to maintain the safety and security of students.

Expectations:

- Create a positive climate of high expectations that fosters mutual respect among teachers, students, parents, and community.
- Demonstrate effective leadership in the development, operation and evaluation of the educational benchmarks of the school and the district.
- Encourage and assist each staff member to reach his or her potential through effective evaluation and professional development.
- Have excellent skills and experience in student behavior management.

**Candidate Statement:** "I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, and if I am offered employment, I will inform the District prior to actually beginning work. I have reviewed the above position description and understand its contents."

\_\_\_\_\_  
Candidate Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date