

Springfield Public Schools

Middle School Assistant Principal - Full Time/225 Days - Hamlin Middle School (23-24 AD10)

JOB POSTING

Job Details

Title

Middle School Assistant Principal - Full Time/225 Days - Hamlin Middle School

Posting ID

23-24 AD10

Description

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job posting. Springfield Public Schools is committed to finding the best candidate for the job, including candidates who may come from less traditional professional backgrounds. We encourage you to apply, even if you do not believe you meet every one of the qualifications outlined in the job posting. **If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact Human Resources to discuss your application.***

Posting Opens: Tuesday, July 18, 2023
Application Review Begins: Friday, July 28, 2023
Posting Closes: Open Until Filled*
Contract Begins: As Soon As Possible

***Submit your application materials by 7:00 p.m. on Thursday, July 27, 2023 in order to be considered during the initial application review process.**

Salary and Benefits

Salary begins at \$97,170 to 116,808 (based on 2023-24 salary schedule) depending on education/experience plus a generous [benefit plan](#) including stipends for TSA, Mileage and Cell Phone. This position works 225 days per fiscal year (July 1 through June 30).

About the District

Springfield Public Schools is located in Springfield, Oregon, in the heart of the Willamette Valley, and serves 185 square miles of the city of Springfield and East/Central Lane County. We are directly to the East of Eugene, where the University of Oregon is located. We currently have about 10,000 students, 1,410 staff members and almost 700 teachers in our kindergarten through grade 12 school district. Springfield Public Schools believes student success is our most important outcome. The success of our students depends on the collective community coming together to support Every Student, Every Day throughout their K-12 education.

About the Position

Springfield Public Schools seeks outstanding candidates for the positions of full-time Middle School Assistant Principal at Hamlin Middle School. At the direction of the principal, the assistant principal assists in the management of the day-to-day operation of the school as well as participating in the long-range operational planning. As assigned by the principal, the assistant principal may be responsible for planning, directing, monitoring and/or supervising student counseling and guidance, student management, financial management and support, curriculum development and implementation, instructional staff, classified staff, condition and care of building and grounds, and after-school activities and athletic events, as well as functioning as a member of the school administrative team and participating on District committees and councils.

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. Administer comprehensive student discipline program; assure consistency in the interpretation and application of policies and procedures. Work closely with students, teachers, staff and parents.
2. Coordinate daily office services and the maintenance and improvement of building grounds and equipment by supervising activities and establishing and monitoring a regular schedule of inspection, repair and replacement.

3. Contribute to meeting the academic needs of students by assisting the principal in providing a guaranteed and viable curriculum.
4. Contribute to positive school-community relations by responding to inquiries and concerns, participating in parent groups and community committees, and developing and maintaining communications with parents, public agencies, and public groups; promote increased community participation in school programs.
5. Assure that accurate records are kept on all students by establishing procedures for gathering and recording information in accordance with state and District requirements.
6. Implement and oversee the concepts of MTSS, promoting a data-driven approach to support student success.
7. Provide professional development opportunities utilizing best practices for adult learners, including large group settings, small group supports, and individualized/job-embedded support to enhance instructional and behavioral support methods for staff members.
8. Contribute to implementing multi-year initiatives that enhance teaching and learning outcomes.
9. Participate and/or coordinate staff selection, evaluation, inservice training and staff development programs.
10. Contribute to compliance with state and federal laws, Board policy, District administrative regulations and school rules by monitoring and interpreting the instructional program.
11. Contribute to an ongoing, efficient and consistent school operation by coordinating activities that support common goals and objectives and representing the principal in their absence.

ADDITIONAL DUTIES AND RESPONSIBILITIES

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

1. Attends educational support meetings, including Individualized Education Plan (IEP) meetings, School Board, and other meetings as assigned.
2. Supports student discipline, management, and restorative practices.
3. Supports curriculum alignment, common assessments, and technology integration.
4. Supports Middle School Master Schedule process.
5. Assists teachers in developing and maintaining appropriate and effective teaching methods.

SUPERVISORY RESPONSIBILITIES

Directs work of classified and licensed employees. Evaluates classified, licensed and confidential employees according to District policy. Resolves grievances and other employee relations issues working closely with Human Resources, and disciplines employees appropriately. Supervises students and assists in maintaining a safe environment.

KNOWLEDGE, SKILLS & ABILITIES

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

Interpersonal Skills: Works well with others, focuses on solving conflict, maintains confidentiality; emotional self-management and resilience, remains open to others' ideas and contributes to building a positive team spirit. Demonstrated ability to lead, motivate, and support staff and students.

Language Skills: Ability to maintain confidentiality and communicate effectively and professionally both verbally and in writing. Ability to respond to sensitive inquiries or complaints from students, parents, regulatory agencies or members of the community. Ability to interpret and analyze complex written documents.

Reasoning Ability: Ability to define and solve problems by collecting data, establishing facts, and reach conclusions using professional and sound judgment.

Computer Skills: General knowledge of computer usage and ability to use database software, email, internet software, teaching software and word processing software.

Other Skills and Abilities: Demonstrated knowledge of the social, emotional, physical and cognitive development of middle school youth. Possess knowledge of effective behavior management methods. Ability to delegate responsibilities and meet timelines.

DIVERSITY & EQUITY QUALIFICATIONS

Demonstrated understanding of and responsiveness to the diverse academic, socioeconomic, cultural, and linguistic, disability, gender identity, sexual orientation, and ethnic backgrounds that characterize a K-12 school community in a manner specific to the position.

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; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

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 student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employees may be exposed to blood borne pathogens.

Evaluation

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

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 of 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.

MINIMUM QUALIFICATIONS

Education/Experience

- Master's degree; **AND**
- Valid state of Oregon Administrative or Principal License from Oregon Teachers Standards and Practices Commission (TSPC) or the ability to obtain one; **AND**
- At least three (3) years' experience as a classroom teacher, preferably at the middle school level; **OR**
- Any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability to perform the duties of the position.

License Required

- Possess a valid Oregon driver's license and evidence of insurability

DESIRED QUALIFICATIONS

- Spanish/Bilingual preferred

APPLICATION PROCEDURE

In order to apply, you must register and submit your application electronically through TalentEd Hire. (See our website: www.springfield.k12.or.us/jobs.) Please include all required

documentation in your application; incomplete applications will not be considered. A complete application includes the following:

- Current resume
- Complete application form including criminal history, drug-screen consent and affirmative action information
- Complete set of college/university graduate transcripts (official or unofficial; if hired we will need official transcripts)
- Three current letters of recommendation from persons qualified to comment on your skills, abilities and/or preparation for the position
- Current Oregon Administrator or Principal license from TSPC

An Affirmative Action/Equal Opportunity Employer

Springfield Public Schools does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender or sexual orientation in admission or access to the treatment of employment in its programs and activities as required by state and federal law. If you have any complaints, please contact Human Resources at (541) 726-3203.

It is our policy to provide qualifying veterans and disabled veterans with preference in employment in accordance with applicable law. Applicants wishing to claim veterans' preference must provide the following military documents verifying their eligibility:

Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **OR** a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pension.

Disabled Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **AND** a copy of the applicant's veteran's disability preference letter from the U.S. Department of Veterans Affairs (unless the information is included on the DD Form 214 or 215).

For veterans' preference to apply, the required military documents must be submitted at the time of application submission.

For more information, contact Springfield Public Schools at:

640 A Street • Springfield • OR 97477 • Phone: 541-726-3203 • FAX: 541-726-3315

<i>Shift Type</i>	Full Time
<i>Salary Range</i>	\$97,170.00 - \$116,808.00 / Annual
<i>Location</i>	HAMLIN MIDDLE SCHOOL

Applications Accepted

<i>Start Date</i>	07/18/2023
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