



Central School District 13J announces **High School Asst. Principal Vacancy**

Our High School

Central High School's mission is to provide a safe environment in which all students can fully develop their academic potential, work ethic, and positive citizenship.

It is the philosophy of Central High School to:

- **Recognize** individual needs and potentials of each student and provide an education that will allow him/her to maximize his/her potential.
- **Encourage** the social, intellectual, physical, moral and cultural development of each student.
- **Provide** an education that prepares students for careers, vocational training and college entrance.
- **Encourage** students to learn how to acquire knowledge, to appreciate knowledge for its own sake and to continue learning as a life-long endeavor.
- **Recognize** we are living in a changing world and we will prepare our students to function and adapt to its changing trends.
- **Encourage** parents to be involved in the education process by assuming responsibility for the education of their student as well as being actively involved in the general program of the school.
- **Ensure** continuity in educational programs K-12.
- **Appreciate** the cultural diversity of our community.

Our District

Central School District 13J is located in the heart of the Willamette Valley, serving the communities of Independence and Monmouth, OR. Serving about 3,200 students, the staff is a dedicated group of teachers, administrators and staff working diligently to help students excel academically, socially, and emotionally while becoming confident and self-reliant young adults. The district has one high school, one middle school and three elementary schools. Central School District consists of a student population of .5% African American and Native Hawaiian/Pacific Islander, 1% Alaskan/Native American, 1% Asian, 43% Hispanic/Latino, 4.5% Multi-Racial, and 50% White, with 55% of students Economically Disadvantaged.



JOB SUMMARY

This position will assist in providing transformational instructional leadership to planning, launching and managing the school. This includes a focus on high student achievement; building a positive school climate that supports the whole student; leveraging research and data to drive initiatives and instruction; and building a high-performing staff and leadership team to achieve the school's vision and goals. The assistant principal will collaborate with parents, community members, schools and the District office.

Essential Job Functions

- **Assists in directing, supervising, facilitating, and evaluating the instructional, guidance, and other programs of the building; is responsible for assisting in the educational leadership and student achievement in the assigned building; leads staff in continuous improvement of instruction and program delivery; monitors student performance within the building.**
- **Supervises and evaluates work of personnel assigned to the building; develops appropriate recommendations for staff which may involve staff development, placement, dismissal, or reassignment of personnel in conjunction with the principal and the appropriate district personnel.**
- **Assists in leading the development of program improvement plans at the building level in collaboration with the principal, teachers, building staff and district staff; assists in coordinating the involvement of curriculum and instruction, special education and staff development in improving instruction and programs as well as inclusionary practices; coordinates building involvement in the district's curriculum, program review, and implementation cycle.**
- **Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.**
- **Maintains professional affiliations for the purpose of ongoing education in the latest developments in education.**
- **Collaborates with other principals and district administration for the purpose of developing and implementing a comprehensive, integrated, effective K-12 program based on School Board guidelines.**
- **Assists in establishing guidelines for student conduct and discipline procedures, based on board policy, for the purpose of encouraging appropriate student behavior.**
- **Assists with supervising school safety program; coordinates periodic drills for fire, air raid, and earthquake to ensure compliance with district, state and federal regulations.**
- **Maintains an emotionally healthy and physically safe environment for the purpose of ensuring the total educational development of students.**
- **Assists in supervising the security and care of assigned equipment, buildings, grounds, and other school property.**
- **Assists in managing school administrative functions (e.g. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.**
- **Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the District.**



Knowledge, Competencies, and Abilities

Results

- ◇ Sets high performance goals for themselves and others that are aligned throughout the building and the district.
- ◇ Establishes and monitors high standards for excellence with students, teachers, staff and other stakeholders.
- ◇ Assists in aligning school resources and prioritizes activities to achieve maximum results based on vision and goals.
- ◇ Relentlessly focuses school activities on student achievement and prepares all students to be college and career ready.

Action Plans

- ◇ Effectively plans and takes action to achieve goals and objectives without direction.
- ◇ Consistently identifies potential issues and obstacles and proactively takes action to create and implement solutions.
- ◇ Formulates and executes on action plans based on district and building goals.

Impact and Influence

- ◇ Assists in establishing a positive culture of learning, growth, and achievement.
- ◇ Communicates a clear vision of success and benefits to engage others.
- ◇ Effectively identifies and engages stakeholders (e.g. parents, community) to drive consensus, build trust, and facilitate change.
- ◇ Is able to anticipate and respond to stakeholder concerns and identify and engage key influencers and community resources necessary for success (builds community).

Develop and Lead High Performing Teams

- ◇ Effectively listens, builds, and organizes adult teams to mirror vision and produce maximum results.
- ◇ Understands team strengths and gaps.
- ◇ Selects assignments to build team capacity.
- ◇ Effectively delegates to others and engages team in decision-making.

- ◇ Encourages listening, learning, and consistently provides instruction, expectations, feedback and other development activities to encourage leadership and build capacity.
- ◇ Consistently inspires excellence and promotes high morale.

Planning and Problem Solving

- ◇ Quickly recognizes patterns and trends related to school performance.
- ◇ Analyzes complex information to formulate strategic vision and develop action plans.
- ◇ Identifies appropriate metrics and uses qualitative and quantitative data to assess performance and drive goals and decision-making.
- ◇ Recognizes cause and effect between instructional activities and results.
- ◇ Develops right balance of strategic and tactical plans to achieve immediate success while maintaining long-term vision.
- ◇ Develops effective processes to achieve desired results.

Characteristics of a Leader

- ◇ Demonstrates strong commitment to others and presents ideas with confidence.
- ◇ Takes risks to achieve vision and goals, even if they deviate from the norm.
- ◇ Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action.
- ◇ Strong beliefs that every student can learn and thrive when given the chance.
- ◇ Demonstrated commitment to social justice.
- ◇ Leadership experience with diverse cultures.
- ◇ Creative thinking
- ◇ Familiar with equitable best practices that create and sustain change.
- ◇ Able to build capacity in others.
- ◇ Ability to listen to understand, have compassion, and empathy.
- ◇ Positive communication skills



CENTRAL SCHOOL DISTRICT 13J HIGH SCHOOL ASST. PRINCIPAL SEARCH 2018

CALENDAR OF EVENTS

May 3, 2018

- Post notice of vacancy
- Open Until Filled preference will be given to applications submitted by May 17th, 12pm.

May 17, 2018

- Begin review of applications

May 21, 2018

- Select and contact interview candidates

Tentative Interview Process

May 24th, 2018

- Initial interviews conducted
- 4pm to 7pm

May 25th, 2018

- Final interviews conducted

Salary & Benefits

The Central High School Principal position is a 220 day contract with a salary range of \$90,402 to 95,471 based on experience. The District fully pays PERS and offers an excellent benefit package. For detailed information regarding the position please contact **Rich McFarland, HR Director** at **(503) 606-2207** or rmcfarland@central.k12.or.us.

REQUIRED EDUCATION, TRAINING, AND EXPERIENCES

Oregon Administrative License or ability to obtain the licensure. Master's degree in Educational Leadership or related field preferred. Successful experience as a teacher, instructional coach, or assistant principal/principal at the secondary level; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work; Experience building effective teams along with exceptional coaching skills is essential; Teaching experience and strong curriculum and technology knowledge, including implementing literacy and math strategies; Experience with the implementation of AVID, BEGlad, Danielson, PBIS and/or Trauma Informed frameworks preferred. Demonstrated success in cultivating equity and inclusion.

APPLICATION PROCEDURE

A complete application includes a TalentEd application, cover letter addressing the above qualifications and qualities, resume, and three letters of professional recommendations. Please apply online at <https://central13j.tedk12.com/hire/index.aspx>

Supplemental materials (cover letter, resume, etc.) may be uploaded via TalentEd.

