

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE
 May 15, 2019



JOB TITLE: ASSISTANT PRINCIPAL
LOCATION: Centennial Middle School
CONTRACT DAYS: 225 Days Per Year
SALARY: \$106,176 (Based on 2018-2019 Salary Schedule)
CLOSING DATE: Monday, June 3, 2019 at 4:30pm
START DATE: Monday, July 1, 2019

JOB PURPOSE STATEMENT/S: The position of Assistant Principal - Middle School is done for the purposes of supporting the middle school principal and other assigned personnel's job responsibilities; receiving, distributing and communicating information to enforce school, district, and state education policies; maintaining safety of school environment; coordinating assigned school site activities; assisting students to modify inappropriate behavior and develop successful interpersonal skills; and communicating information to the staff, principal and the public.

ESSENTIAL JOB FUNCTIONS:

- Provides strong instructional leadership.
- Facilitates communication among personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Facilitates various meetings (e.g. curriculum, safety, site advisory, special district committees, staff development, et.) for the purpose of coordinating agendas and ensuring that outcomes achieve school, district, and/or state objectives.
- Intervenes in occurrences of inappropriate behavior of students and/or parents for the purpose of assisting students in modifying inappropriate behavior, developing successful interpersonal skills and/or initiating disciplinary action.
- Manages various school administrative functions (e.g. 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.
- Prepares documentation (e.g. reports, correspondence, etc.) for the purpose of providing written support and/or conveying information.
- Presents information on various topics for the purpose of communicating information and/or gaining feedback.
- Supports the principal for the purpose of assisting with their job functions of maintaining overall school site operating and educational programs.
- Evaluates teachers and support staff.
- Modifies and maintains master schedule and other scheduling duties.

OTHER JOB FUNCTIONS:

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attend various meetings (e.g. district, site, community, etc.) for the purpose of communicating and/or gathering information.
- Work effectively with technical programs within the middle school and district.
- Continues to grow professionally by attending professional meetings, reading professional journals, etc.

REQUIREMENTS – QUALIFICATIONS:

- **Experience Required:** Prior job related experience with increasing levels of responsibilities in school setting.
- **Skills, Knowledge and/or Abilities Required:**
 - Skills to appropriately manage personnel and programs, communicate effectively, problem solve.
 - Knowledge of curriculum, education code, district policies, and computer literate.
 - Abilities to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling, fingering, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.
- **Licenses and/or Testing Required:** Appropriate administrative license, valid driver's license and evidence of insurability, and Criminal Justice fingerprint clearance.

APPLICATION PROCEDURE: In order for your application to be complete, the following documents must be submitted to Human Resources:

- 1) Centennial School District Administrator Application (download from District website (www.csd28j.org))
- 2) Letter of Interest
- 3) Current Resume
- 4) Three (3) Current Letters of Recommendation
- 5) Unofficial Transcript(s) of undergrad/grad coursework. If employed, the candidate will be required to submit official transcripts from the institution(s)
- 6) Copy of Oregon Administrative License (or verification of process to obtain a TSPC Oregon license)

TWO (2) WAYS TO APPLY:

- 1) Email – Applicants may submit materials to: shannon_burley@csd28j.org
- 2) Mail – Applicants may submit materials to: 18135 SE Brooklyn St, Portland, OR 97236

For Information Contact:

James Owens, Assistant Superintendent/Human Resources Director
 Phone: 503-760-7990

For Application Visit Office or Download:

18135 SE Brooklyn St
 Portland, OR 97236
 Shannon Burley, HR Secretary
 Phone: 503-762-3641
www.csd28j.org