



**SANTIAM**  
**CANYON**  
SCHOOL DISTRICT

**STAND TOGETHER • FIND YOUR PATH • NEVER GIVE UP**

## SANTIAM JUNIOR/SENIOR HIGH SCHOOL

### ASSISTANT PRINCIPAL

### JOB DESCRIPTION

TITLE: ASSISTANT PRINCIPAL

REPORTS TO: Principal

**JOB SUMMARY:** The Assistant Principal is an instructional leader for Santiam Junior/Senior High School and responsible for contributing to the success of all staff and students. The Assistant Principal supports the Principal in the school's mission and values, coordinates student management, leads staff development, reduces academic disparities, supports a well-rounded education and inspires excellence.

This position will likely include Athletic Director responsibilities in the future.

This position is for a 199-day contract, full-time position. Our District operates on a 4 Day School Week.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks assigned by the Principal.*

1. Supervises student conduct and behavior within school buildings, on school grounds, and at school-sponsored activities in compliance with District policies and state rules and regulations.

2. Disciplines students for violation of school, District, and state policies, rules, and regulations. Refers students as appropriate for special counseling services and assistance within the school, community, regulatory agencies, and medical profession.
3. Ability and desire to perform Athletic Director duties and supervision in the future (not needed now, but as a future consideration)
4. Counsels students and parents with respect to attendance, behavior, attitudes, probation and/or suspension procedures to reduce or eliminate unacceptable behavior.
5. Supervises the development and implementation of attendance procedures. Assures proper record maintenance.
6. Assumes administrative responsibility for all school functions in the absence of the principal.
7. Coordinates and supervises the special education program; serves as administrative representative for psychological assessment, IEP review, and parent conferences. Assures compliance with District, state, and federal guidelines.
8. Provides assistance and guidance to counseling staff in registering new students, processing schedule changes, and problem solving with students and parents. Assists with the development of scheduling publications.
9. Makes recommendations regarding employment and termination of staff. Supervises and evaluates personnel as assigned.
10. Coordinates school and outside agency efforts (court school, juvenile department, etc.) and local businesses. Provides liaison with police, fire, and other emergency services.
11. Participates in the supervision of the instructional process; provides input for curriculum revision, and confers with and evaluates teachers.
12. Develops and supervises Alternative Programs; informs students of Alternative Program opportunities.
13. Directs and coordinates the graduation requirement program; determines credit and essential skills status of entering students; develops and oversees a credit and essential skills monitoring procedure, including a system for credit by proficiency.
14. Works with parent and community groups on school-related issues.
15. Participates in the development, implementation, and evaluation of school improvement plans and a well-rounded education, reducing academic disparities for all students and specific sub-populations
16. Participates in and leads professional development activities for school and district staff.
17. Coordinates a balanced assessment plan that supports student learning, quality instruction, and meets state and federal regulations.
18. Supervises and coordinates the maintenance of all records including progress records, behavioral records, and the permanent records.
19. Assumes administrative leadership for the guidance and counseling program.
20. Supervises the gathering, input, and maintenance of all data for student achievement and school operations.
21. Coordinates the placement of student teachers and college practicum teachers.
22. Assists in budget preparation. Administers textbook and instructional materials and field trip funds, as directed by the principal.
23. Performs other related duties as assigned.

## WORKING CONDITIONS

- The position generally works in a school/office environment.
- This position could require evening and weekend supervision, meetings and/or activities.

## QUALIFICATIONS

- A current Oregon Administrative License or eligible to obtain one by July 1, 2021.
- Demonstrated success as an educational leader with a minimum 5 years of education experience preferred.

## DESIRED TRAITS

- Successful experience with leading secondary students and staff.
- High school or middle school teaching experience preferred.
- Effective communication skills (oral and written) with various stakeholders.
- Strong work ethic and high integrity.
- Visible and involved in the school and community.
- Understanding of data-based decisions and quality teaching practices to promote high standards and continuous improvement.
- The ability to foster connections in a small rural community.
- Cares about each student's success and well-being.
- Demonstrates successful problem-solving abilities and decision-making.
- Possess knowledge of effective behavior management methods. Ability to delegate responsibilities and meet time lines.
- Experience with graduation requirements, student supports, CTE and Co-curricular activities.

**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 at any time, as it deems advisable.

**Application Due Date:** March 28 at 6:00 pm

**Interviews (tentative timeline):** April 2-9