

**Parkrose School District #3
10636 N.E. Prescott
Portland OR 97220**

JOB# HSAP041012

VACANCY FOR 2012-2013

JOB TITLE: Assistant Principal – High School – Curriculum, Instruction and Assessment

Job Purpose Statement/s: The job of “Assistant Principal - Parkrose High School” is done for the purpose/s of supporting the 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 staff, principal, and the public.

Essential Job Functions:

- **Facilitates** communication between 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, etc.) 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 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 gaining feedback.
- **Supports** Principal for the purpose of assisting with their job functions of maintaining overall school site operation.
- **Oversees:**
 - Scheduling activities (Forecasting, Master Schedule, 8th Grade Transition)
 - Perkins programs
 - Building Professional Development
 - Senior Projects
 - TAG
 - Assisting and advisement for Administrative Regulations
 - Serve on various inter-agency committees.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Participates** as a member of the District’s Management Team.
- **Attends** various meetings (e.g. district, site, community, etc.) for the purpose of communicating and/or gathering information.
- **Regular** attendance must be maintained’

Job 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, and problem solve.
- **Knowledge** of curriculum, education code, and district policies.
- **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.
- **Regular** attendance must be maintained

Licenses, Certifications, Bonding, and/or Testing Required:

- **Appropriate** Oregon Administrative License
- Valid Driver's License and evidence of insurability

APPLICATION PROCEDURE:

In order for your application file to be complete, you must submit the following documents onto Edzapp. We no longer accept paper copies in the district office.

www.edzapp.com – *make sure everything listed below is available to us on-line at Edzapp*

- Letter of Introduction
- Resume
- Photocopy of Administrative license
- Unofficial transcripts
- Three (3) letters of recommendation
- State your philosophy of Education and give examples of actions you would put in place to support your philosophy.

APPLICATION DEADLINE:

April 20, 2012

EMPLOYMENT BEGINS:

July 1, 2012

ADDRESS CORRESPONDENCE TO:

**Human Resources
FAX (503) 408-2140**

Equal Opportunity Employer

Applicants with culturally diverse backgrounds are strongly encouraged to apply.