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| **NESPELEM SCHOOL DISTRICT**    **K-8 Assistant Principal (AP)** | |
| **POSITION**  **SUMMARY:** | **Certified Administrative Position**  **FTE: .40-.60**  **Salary Range: TBD** |
| **SUPERVISOR:** | Superintendent |
| **ESSENTIAL**  **FUNCTIONS:** | The Assistant Principal is responsible for the behavior & discipline program during the middle of the school day. The AP will direct the building flow from mid-morning through midafternoon, four days a week, under the direction of the Superintendent. The AP will work collaboratively with staff, parents, community and students to promote quality education for all students, while maintaining confidentiality of student information.   * Support and inspire staff to achieve educational excellence through collaboration, teamwork, and leadership. * Support, maintain and grow current district initiatives including, school wide discipline. * Serve on district and school Leadership Teams. * Responsible for assisting with the evaluation, and dismissal of the school’s professional staff under the direction of the Superintendent. * Communicates openly and frequently with the staff, students, parents, community and administration. * Fosters a safe, compassionate, caring school environment that places the interest of students as the highest priority. * Provides support to the school staff in offering quality programs and services to students. * Promotes and practices professional growth and development. * Assist teachers with classroom management techniques and discipline strategies. * Work effectively with community members and organizations. * Maintain updated knowledge of school policies and procedure that affect this position and school. * Knowledge of the TPEP process including timelines, observations, preparation and meeting with staff as required. * Encourage the professional growth of teachers by advanced training, experimentation, and evaluation. * Assumes responsibility in maintaining school records and filing necessary federal reports. * Assist with planning and organizing the school day and year to provide for efficient operation of the school. * Participate in in-service and related professional growth activities, as assigned and appropriate. * Performs other duties as assigned by the Superintendent. |
| **QUALIFICATIONS:** | * Master’s degree with a major in educational administration or appropriate related field. * Washington State principal credential. Prefer experience with K-8 education. * Knowledge of directing and evaluating a successful elementary/middle school behavioral program. * Valid Washington State driver’s license required.   **Required Knowledge, Skills and Abilities**   * Proven leadership skills and organizational processes. * Effective oral and written communication skills. * Ability to listen and react professionally. * Knowledge to provide responsible leadership. * Ability to maintain confidentiality. * Ability to organize activities and personnel. * Commitment to inclusion of diverse populations, understanding of the native population. * High integrity and strong management skills. * Knowledge of the use computers and various software packages. * Proven ability to deal with staff, students, and others in a warm and confident manner. * Proven ability to remain flexible to changes in assignments or situations. * Ability to follow and give instructions. * Ability to work independently and set priorities. * Ability to maintain accurate records. * Commitment to establish and maintain effective working relationships with staff and students. * Ability to participate in conferences, workshops, and training sessions. * Ability to work flexible hours. * Demonstrated skill in program evaluation, staff supervision and evaluation. * Training and/or experience in leadership and the evaluation process. * Demonstrates high energy, professional involvement and facilitator abilities. |
| **WORKING**  **CONDITIONS &**  **PHYSICAL**  **REQUIREMENTS:** | 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 accommodation may be made to enable individuals with disabilities to perform essential functions.  The usual and customary methods of performing the job’s functions require the following physical demands:   * Ability to regularly walk, sit, stoop, kneel, crouch, crawl, push, and pull. * Ability to lift up to 30 lbs. |
| **TERMS OF**  **EMPLOYMENT** | Employment contingent upon successful clearance of a Washington State Patrol, FBI  fingerprint criminal history background check, and Sexual Misconduct background check. .. Position is continuing and begins during the \_\_2022-23\_\_\_\_\_\_\_\_\_school year.  Familiarity and willingness to adhere to the new Washington State Evaluation System and District adopted instructional framework. |
| **PROCEDURE:** | * Application procedure can be found at <http://www.nsdeagles.org> – * Click on Job openings * Click on how to apply   + - Position opens     - Position opened until filled     - Screening & Interviews TBD     - Position begins as soon as possible |
| Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.  Disclosure Statement and Record Check: Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant, if not a current regular employee, will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints, will be requested from the Washington State Patrol & FBI. Employment is conditional based upon completion of the record check.  The Nespelem School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance may be directed to the district's Title IX/RCW 28A.640 Officer and Civil Rights Coordinator- Effie Dean and Section 504/ADA Coordinator Effie Dean.  **Nespelem School District, P.O. Box 291, Nespelem, WA 99155. (509) 634-4541.**  **Nespelem School District is an Equal Opportunity Employer** | |