



# Sisters School District

“Home of the Outlaws”

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**POSITION TITLE:** Elementary School Assistant Principal of Student Success

**REPORTS TO:** Building Principal /Administrator

**FSLA STATUE:** Exempt

**DATE POSTED:** Friday, May 3, 2024

**POSITION CLOSES:** Friday, May 24, 2024. Interviews to be held on Thursday, June 6, 2024

**POSITION AVAILABLE:** July 1, 2024

## **POSITION SUMMARY:**

The role of this administrative position is to directly impact student outcomes related to student success in academics, behavior and socio-emotional wellbeing.

Focuses primarily on promoting a safe and positive school environment by developing and implementing systems that meet all students' needs. Collaborates with students and families to achieve these goals. Serves as a school and educational leader responsible for contributing to the development, implementation, supervision, and evaluation of a comprehensive program of educational and student services. Carries out duties and responsibilities in accordance with board policies, statutory requirements, administrative rules and regulations, collective bargaining agreements, and under direction of the school principal. Advocates for the staff, school, and school community as appropriate.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Employees in this position perform some or all of the following tasks. Other related duties may be assigned.*

- Develop and implement a robust, inclusive and responsive MTSS system that supports each student.
- Provide oversight of school wide student management systems to ensure the establishment of proactive and responsive interventions to prevent and to address individual student behavior needs. This includes leading the successful implementation of our proactive Tier I Leader in Me system to build a culture of leadership and student empowerment.
- Develop and implement systems with data teams to review student progress and design interventions for students not on track. This includes coordinating the collection and recording of academic and behavioral data and utilizing the data to drive decision-making for school-wide systems and student support.
- Work with teachers, students and their parents to resolve barriers to learning.
- Develop and implement systems for best practices to reduce chronic absenteeism.
- Develop and implement systems to support student transition from elementary to middle school and to support the integration of fifth grade within the school.



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- Develop programs and support services to strengthen students’ connections to education.
- Coach and evaluate teachers and classified staff in effective practices through modeling and reflective conversations. Collaborate with staff to instill high yield instructional strategies, build school culture, and implement trauma informed practices.
- Support the Professional Learning Community processes and teams to promote student equity and success.
- Actively participate in and lead a variety of meetings, workshops, and committees for the purpose of establishing and maintaining strong student supports and interventions.
- Engage in meaningful and appropriate professional development opportunities to develop knowledge and skills.
- Maintain appropriate licensure and training hours as required.
- Comply with applicable district, state, local and federal laws, rules and regulations.
- Adhere to the standards established by Teachers Standards and Practices Commissions for Competent and Ethical Educator.
- Adhere to all Oregon Administrative Rules related to educators.
- Other duties as assigned.
- Regular and reliable attendance.

## **Primary Administrative Stewardships:**

- Supervise and support all intervention staff including our special education department.
- Oversee our Multi-Tiered Systems of Support in academics and behavior.
- Facilitate the implementation of our Tier I socio-emotional program, Leader in Me.

## **MINIMUM QUALIFICATIONS:**

- Master’s degree.
- Active Oregon School Administrator License or projected date of awarding of license prior to starting the position.
- Successful experience in a school administration and/or leadership role.
- Incumbents must have successful experience working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Recent successful experience in public education; district or school administrative experience. Elementary school experience preferred.
- Strong understanding of “client-centered” support and the ability to establish effective working relationships at all levels of the organization.



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- Demonstrated success in ability to plan, implement, and monitor policies and procedures in areas of assigned responsibility.
- Ability to work both independently and cooperatively, exercise independent judgement and creativity, organize work, manage, prioritize and complete complex projects within tight deadlines.
- Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
- Strong oral and written communication skills.
- Demonstrated skill at conflict resolution.
- Valid, current driver’s license and proof of automobile insurance coverage.

## **PREFERRED QUALIFICATIONS:**

- Reading or special education endorsement
- Experience facilitating RTI and/or MTSS processes
- Experience implementing social-emotional learning and trauma-informed practices
- Experience using data systems to inform practice

## **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 accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and computer display terminal. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.



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## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EMPLOYMENT, SALARY AND BENEFITS:**

- \$95,000.00 annual salary, based upon education and experience.
- This is a full-time, (1.0 FTE), 225-day contract position, including 11 paid holidays, 3 paid personal days, bereavement and sick leave.
- Sisters School District offers several competitive and comprehensive benefits packages to team members, and contributes a district paid monthly amount towards these benefits. Benefits include medical, prescription, dental, vision, life and disability insurance, employee assistance (EAP) and wellness programs.
- Sisters School District offers additional optional benefits such as Section 125 Flexible Spending and/or Dependent Day Care accounts, 403(b) retirement savings plan, and other optional coverages.
- Employer-paid PERS is provided to qualified team members.

## **SUBMISSION DETAILS:**

Please submit your letter of Interest, complete Talented Recruit & Hire Application, Resume, Oregon Administrative License, Transcripts and Three (3) letters of recommendation on Talented Recruit and Hire @ <https://sisters.tedk12.com//hire/index.aspx>  
(Link on webpage).

**Sisters School District is an Equal Opportunity Employer**