

**Warrenton-Hammond  
Job Description**

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**Job Title:** Assistant Principal – Warrenton Grade School (K-8)  
**Reports To:** Principal

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**JOB SUMMARY**

In conjunction with the Principal, promotes the success of all staff and students by facilitating the development, articulation and implementation of a vision of teaching and learning that supports the District’s mission and vision.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Administers the school and its instructional program in all its facets.
3. Supervises the school staff, providing assistance, as necessary.
4. Assists in the recruiting, screening, training, hiring and assigning of school staff.
5. Effectively manages conflict within the school building.
6. Organizes and attends all classified staff meetings.
7. Attends and represents the District at civic and executive board meetings and participates on various school committees to address student and school needs.
8. Writes and presents reports at school Board meetings.
9. Plans and implements appropriate professional development in coordination with the Principal.
10. Implements District disciplinary policy and procedures related to student behavior and achievement.
11. Organizes and administers pre-kindergarten/early intervention activities with school and public agencies.
12. Prepares and assists in the in the administration of building schedules.
13. Organizes, supervises and monitors student school lunch program, daily activities and attends student activities after school hours.
14. Schedules special events, prepares and distributes modified schedules to staff and notifications to students, parents, the community and media.
15. Promotes a caring and positive climate for learning.
16. Deals sensitively and fairly with people from diverse cultural backgrounds.
17. Assists the principal in the observation and evaluation of staff as outlined in District policy.
18. Develops, plans and implements school site programs and activities with the principal in accordance with the goals and objectives of the school.
19. Assists with organizing and preparing materials for quarterly student awards assemblies.
20. Exercises decisive leadership in all situations.
21. Participates in proactive resolution of students and staff concerns and/or challenges.
22. Assumes responsibility for a safe and orderly environment.
23. Assists the principal in preparing and administering the school budget within District guidelines and ensures compliance with program requirements.
24. Assists Principal with development of school improvement plans with staff, parents, and the community.

25. Prepares and presents reports, letters, memos, and other necessary correspondence to students, staff, parents and the community regarding school systems and policies.
26. Appropriately maintains and secures confidential records and inquiries.
27. Professionally represents the school and the District in interactions with parents, community, staff and students.
28. Provides staff assistance to the Principal and Superintendent and organizes various committees necessary in addressing school needs.
29. Maintains appropriate certifications and training hours, as required.
30. Complies with applicable District, state, local and federal laws, rules and regulations.
31. Attends work regularly and is punctual.

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### **MARGINAL DUTIES AND RESPONSIBILITIES**

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

1. Attends in-service trainings.
2. Attends/facilitates staff meetings.
3. Attends educational support meetings and school Board meetings.
4. Inspects facilities and campus for health and safety concerns.
5. Substitutes for teachers, as necessary.

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### **SUPERVISORY RESPONSIBILITIES**

Assists in supervising, evaluating and directing the work of classified, licensed and confidential employees assigned to the school according to District policy. Resolves grievances and other employee relations issues while working closely with the district office. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** Bachelor's degree (B.A.) or equivalent from four-year college or university and at least three years successful teaching and leadership experience and/or training, preferably at the elementary and middle school levels or equivalent combination of education and experience. Master's degree (M.A.) or equivalent strongly preferred. Prior successful experience working as an administrator in school setting directing and supervising staff or with young and/or adolescent students required.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with young and/or adolescent students. Ability to lead and motivate staff and communicate effectively with students, staff, and community.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write

- speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
  - **Reasoning Ability:** Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and deal with several abstract and concrete variables. Ability to problem solve and deal with a variety of concrete variables in situations where only limited standardization exists.
  - **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet software and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, Outlook and Power Point. Ability to type accurately and proficiently.
  - **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of young children and adolescents. Possesses knowledge of effective behavior management methods. Ability to delegate responsibilities and meet time lines. Ability to exercise good judgment and work in a dynamic environment.
  - **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid administrator's license through the Teachers Standards and Practices Commission (TSPC), ability to obtain a valid CPR/First Aid card, and Oregon Driver License.

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## PHYSICAL DEMANDS

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.

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

### Work Environment

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

The work environment combines the standard office setting with standard office equipment including, (fax, copier, phone, computer, 10-key, etc.) with a standard school setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee may be exposed to wet or humid and outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

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**OTHER**

**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 (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

**Signature:**

**Date:**

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