

TOLYMPIA SCHOOL DISTRICT
Job Category: Unrepresented – Certificated
Posting Dates: May 6, 2021 – Open Until Filled

The Olympia School District Human Resources Office is now accepting applications from current employees for the following positions. Interested employees may submit a transfer request by calling the Human Resources Office at 596-6185.

Position	Hours/FTE	Location
Assistant Principal	1.0 FTE/215 Days	Olympia HS
<p><i>Position start date – July 01, 2021. Interested in-district applicants should apply at http://edjobsnw.org</i></p> <p><i>Some characteristics of our next administrative teammate will include a desire to foster equitable teaching practices, as well as strong communication skills. Similarly, building multi-tiered systems of support, and experience with standards-based assessment will add to our current plans for school improvement. Lastly, leaders with professional growth goals rooted in the Association of Washington School Principals Leadership Framework as well as enthusiasm and joy for the work will undoubtedly stand out from the rest.</i></p> <p><i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i></p> <p>Salary Schedule: \$123,806 - \$140,330</p>		

Job Purpose Statement/s: The job of "Assistant Principal - High School" is done for the purpose/s of supporting the Principal's 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 and/or parents 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/or gaining feedback.
- **Supports** Principal for the purpose of assisting with their job functions of maintaining overall school site operation.

Other Job Functions:

- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings (e.g. district, site, community, etc.) for the purpose of communicating and/or gathering information.

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, problem solve.

Knowledge of curriculum, education code, 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.

- **Licenses, Certifications, Bonding, and/or Testing Required:** Appropriate Administrative Services Credential, Valid Driver’s License and evidence of insurability, Criminal Justice Fingerprint Clearance.

Application Procedure for out of district candidates:

Out-of-district applicants please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we’d like to hear from you!

Olympia School District 1113 Legion Way SE Olympia, WA 98501
 (360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia 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. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged

discrimination: Title IX Officer – Michael Hart, (360) 596-8545, mhart@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, klturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.