



OLYMPIA SCHOOL DISTRICT NO. 111

111 Bethel St NE Olympia, WA 98506

www.osd.wednet.edu

"Creating opportunities and shaping success for all students"

ASSISTANT PRINCIPAL – Capital High School

Salary	\$128,758 - \$145,943 (\$139,537 - \$158,161 including 18 additional days)		
Job Type	Regular Full-Time	Location	Olympia, WA
Department	Secondary Education	Hours/FTE	8 hpd/215 Days
Job Category	Certificated		
Posting Dates	July 28, 2021 – Open Until Filled. Best to apply by August 06, 2021.		
How to Apply	All applicants should apply at http://edjobsnw.org		

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.

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

POSITION SUMMARY

The Olympia School District (OSD) Human Resources Office is now accepting applications for the position of Assistant Principal – High School. 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.

ABOUT THE DISTRICT

The Olympia School District (OSD) is a vibrant community in the heart of our region. The OSD is one of the oldest districts in Washington State, the Olympia School District is located in the state capital of Washington, an hour from Seattle and two hours from Portland, Oregon. The District provides high-quality, diverse learning opportunities for our 10,000 students in its 19 modern schools. Our staff of innovative, experienced administrators, teachers, and support personnel total nearly 1,800. Community partnerships are a rule, not an exception. Volunteers are a vital and vibrant part of our school District.

A major focus in our District is continuous academic achievement for all students in support of our District Improvement Plan (DIP), as outlined on our website. Our community is supportive of quality education, and the staff serving its students. With a long-tradition of excellence and a community-wide focus on racial equity, we have much to be proud of and much yet to accomplish. The common goals our community is committed to include through our DIP and School Improvement Plans (SIPs): Our students will... (1) Be compassionate and kind. (2) Have the academic and life skills to pursue their individual career, civic and educational goals. (3) Advocate for the social, physical and mental wellness of themselves and others and be hopeful about the future. (4) Have the skills, knowledge and courage to identify and confront personal, systemic and societal bias. (5) Discover their passions, be curious and love learning. (6) Be critical thinkers who contribute to and collaborate with our local, global and natural world.

The Olympia School District is committed to increasing the diversity in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area. We encourage individuals of different cultures, backgrounds, and perspectives to apply and seek those who actively embrace our equity-focused direction for the future.

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.

REQUIRED APPLICATION MATERIALS

- Cover Letter
- Resume
- Three (3) Letters of Recommendation
- Supplemental Question
- Transcripts
- Certificate
- Apply through EdJobsNW at <https://edjobsnw.org>

Questions may be directed to:

Scott Niemann, Executive Director of Human Resources Voice: (360) 596-8534 / Fax: (360) 596-6181

Olympia School District

111 Bethel St NE Olympia, WA 98506 (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, kturcotte@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.