

# **HIGH SCHOOL ASSISTANT PRINCIPAL CASHMERE SCHOOL DISTRICT**

## **CASHMERE HIGH SCHOOL ASSISTANT PRINCIPAL**

The Assistant Principal is responsible for collaborating with the Principal to develop and maintain a high-quality instructional program and a productive learning environment. Utilizing leadership, communication, and management skills, the Assistant Principal will work closely with staff, parents, and students to foster a positive educational experience for all. This is an excellent opportunity to serve in an outstanding school district

## **REQUIRED QUALIFICATIONS**

- Valid Washington State Administrator Certificate with a Principal Endorsement
- Master's Degree in Educational Administration or a related field
- Successful experience as a classroom teacher and/or in a secondary school setting
- Ability to establish and maintain positive relationships with students, staff, and the community
- Strong written and oral communication skills, with the ability to engage effectively with students, staff, parents, and community members
- Demonstrated integrity, fairness, and professionalism in all aspects of leadership
- Proven experience in leading instructional improvement initiatives
- Knowledge of Common Core State Standards and experience with related assessment implementation
- Experience using collaborative processes to analyze data and inform instruction and intervention strategies

## **ESSENTIAL RESPONSIBILITIES**

- Collaborate as a member of high-performing teams at both the building and district levels to support continued learning and professional growth
- Lead professional development initiatives to enhance instructional rigor and deepen student understanding
- Oversee the implementation of the CEL 5D+ Instructional Framework and the teacher evaluation system
- Enforce school policies and procedures fairly and consistently to maintain a safe and orderly learning environment
- Support school-wide initiatives that promote student engagement and well-being

## ESSENTIAL RESPONSIBILITIES (CONTINUED)

- Support extracurricular programs that meet the diverse interests of students including ASB, Student Leadership Team and supervise student events.
- Uphold high standards of student conduct and administer disciplinary actions as necessary
- Strengthen partnerships with parents, students, and community members to enhance school support and collaboration
- Perform additional district-wide duties as assigned

## SALARY AND BENEFITS

- Salary Range: \$134,200 – \$149,250 – (dependent on experience and responsibilities assigned)
- Contract duration: July 1, 2025 – June 30, 2026 (213 days)
- Comprehensive benefits package, including medical, dental, and vision coverage

## APPLICATION PROCEDURE

**Posting Date: March 4, 2025**

**Application Packet Deadline: April 4, 2025**

**Applicants should submit the following documents:**

- Letter of Application/Cover Letter
- Professional Statement (1–2 pages detailing relevant training, experiences, and professional accomplishments)
- Professional Résumé
- Minimum of five letters of recommendation
- Washington State Administrative Certificate

Please complete an on-line application through Fast Track on our school district website at [www.cashmere.wednet.edu](http://www.cashmere.wednet.edu)

For additional information, please contact Carmen Ibarra, Administrative Assistant, Cashmere School District, 210 S. Division, Cashmere, WA 98815 (509) 782-3355.

Selected applicants will be contacted for a personal interview. The district reserves the right to keep the position open until filled.

Cashmere 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. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator** – Scott Brown, 329 Tigner Rd, Cashmere (509) 782-2914 [sbrown@cashmere.wednet.edu](mailto:sbrown@cashmere.wednet.edu)

**Civil Rights Compliance Coordinator** – Scott Brown, 210 S Division, Cashmere (509) 782-3355 [sbrown@cashmere.wednet.edu](mailto:sbrown@cashmere.wednet.edu)

**Section 504/ADA Coordinator** – Michelle Christensen, 101 Pioneer Ave, Cashmere, (509) 782-2710 [mchristensen@cashmere.wednet.edu](mailto:mchristensen@cashmere.wednet.edu)