

**MIDDLE SCHOOL  
ASSISTANT PRINCIPAL  
CASHMERE SCHOOL DISTRICT**

***CASHMERE MIDDLE SCHOOL ASSISTANT PRINCIPAL***

The assistant principal is responsible for working with the principal to develop a high quality instructional program and productive learning environment. Using leadership, communication, and management skills, the assistant principal will work collaboratively with the principal, staff, parents and students to promote a quality education for every student. This is an excellent opportunity in an outstanding school district.

***REQUIRED QUALIFICATIONS***

- Valid Washington State administrator certificate with a principal endorsement
- Master's Degree in Educational Administration or related field
- Successful experience as a classroom teacher (secondary experience preferred)
- Ability to effectively establish positive relationships with students, staff and community
- Effective written and oral communications skills with all stakeholders including students, staff, parents and community members

***Essential Responsibilities***

- Successful experience leading instructional improvement
- Experience using collaborative processes to analyze and use data to inform instruction and intervention
- Experience and knowledge in Common Core State Standards and related assessment implementation
- A commitment to continued learning and personal and professional growth
- Ability to work as a member of high-performing collaborative teams (building and district level)
- Experience working in the middle school setting (preferred)
- Willingness to be highly accessible to staff, students, and parents in the daily program and in extra-curricular activities

## ***Essential Responsibilities (continued)***

- Provide leadership in developing, implementing and evaluating school programs
- Work collaboratively with the principal and leadership team to develop high functioning instructional teams and improve instruction in all classrooms
- Lead ongoing implementation of instructional framework (CEL5 D+ Instructional Framework) and evaluation system
- Demonstrate effective instructional leadership skills by leading the learning of adults to a shared commitment of improved instructional practices and student outcomes
- Provide for school safety: physical, emotional and intellectual in order for effective teaching and learning to take place
- Knowledge and experience in effective student behavioral management, intervention, and discipline systems
- Provide for supervision of students during school and at school sponsored events
- Perform other district wide duties as assigned

## ***SALARY AND BENEFITS***

- Salary is competitive and based upon experience
- Contract: between July 1, 2018 and June 30, 2019
- Current benefit options include medical, dental, and vision

## ***APPLICATION PROCEDURE***

***Posting Date: May 7, 2018***

***Application Packet Deadline: May 25, 2018***

Applicants should submit the following:

- Letter of Application/Cover Letter
- One/two page statement relating to training, experiences and professional accomplishments appropriate to the position
- Professional Résumé
- Minimum of five letters of recommendation
- Washington State Administrative Certificate

Completed application materials may be mailed to Carmen Ibarra, Administrative Secretary, 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** – Glenn Johnson, 210 S Division, Cashmere (509) 782-3355 [gjohnson@cashmere.wednet.edu](mailto:gjohnson@cashmere.wednet.edu)

**Section 504/ADA Coordinator** - Lisa Avila, 101 Pioneer Ave, Cashmere, (509) 782-2710 [lavila@cashmere.wednet.edu](mailto:lavila@cashmere.wednet.edu)