



Coquille

School District #8

970 N Central

Coquille, Oregon 97423

Phone: 541-396-2181 Fax: 541-396-5015

DATE: December 18, 2023
TO: All Interested Parties
FROM: Rachel Price, Human Resource Director
SUBJECT: Notice of Vacancy – **Internal**

Coquille School District has the following opening: 2023-2024 School Year

POSITION: **Vice Principal – Coquille Jr/Sr High School**

SALARY RANGE: **\$88,842 to \$106,081.99 DOE**

Qualifications: Candidate should possess the ability to assist the principal of the assigned school and assume the responsibilities delegated by the principal. Bilingual candidates and candidates experienced in working with bilingual students and families are strongly encouraged to apply.

COMPLETE APPLICATION:
A Complete Application Consists of:

- 1) Letter of interest

SEND TO: Rachel Price
Coquille School District 8
970 N Central
Coquille, OR 97423
Or Email: rprice@coquille.k12.or.us

CLOSING DATE: Open until filled

TERMS OF EMPLOYMENT: Pre-employment background and drug testing required
Coquille School District is an EOE

** If you have a disability and need this publication in an alternate form, please contact Coquille School District 8, 541-396-2181*

Job

Job Title: **Vice Principal**

Location: **Coquille Jr/Sr High School**

Reports to: **Principal**

Supervised by: **Principal**

Descripti on

1. Position Overview: To assist the principal in developing and maintaining an educationally effective school.

2. Essential Job Functions:

- a) Assist the principal in any duties when requested to do so and take responsibility for the conduct of the school in the absence of the principal.
- b) Supervise and assist during school activities of any kind including athletic events, dances, assemblies, special programs, and school facilities.
- c) Represent the principal and the school in an official capacity whenever requested.
- d) Assist the principal in working directly with the staff.
- e) Carries out discipline related to attendance (tardy and truancy), working with parents and students on chronic attendance issues.
- f) Maintains a program of effective student discipline which assists staff and parents in student behavioral expectations and promoting consistency and support among staff members.
- g) To be responsible for all major discipline of students for infractions of rules of conduct in student handbook, in District 8 policy or Oregon school law.
- h) Assists in the planning, developing and implementing of individual student behavior plans.
- i) Discipline students, contacting parents and other agencies as necessary.
- j) Confers appropriate consequences for behavior including detention, in school suspension, and out of school suspension.
- k) Other duties as assigned.

3. Other Job Functions:

- a) Able to work with teachers to improve their skills using the district model.
- b) Be decisive, including a scientific, problem-solving orientation
- c) Able to relate with students
- d) Can manage building-level concerns.
- e) Be "growth" oriented
- f) Be a self-starter, one who recognizes concerns and acts to find reasonably prompt solutions.

4. Qualifications:

- a) Knowledge of:
 - i. Effective public relations regarding his/her program and district programs.
 - ii. Quality communication skills, both writing and speaking
 - iii. Effective evaluation techniques using the district model
- b) Ability to:

- i. Communicate with individuals of varied cultural and educational backgrounds
- ii. Keep and maintain accurate records and to meet deadlines
- iii. Maintain confidentiality
- iv. Establish and maintain an effective learning climate in the school
- v. Maintain regular attendance

5. Experience:

- a) Administrative experience preferred
- b) 5 years of teaching experience preferred

6. License:

- a) Current Oregon Administrator's License or ability to obtain.

7. Physical Requirements:

In an eight-hour day, employee may

- | | | |
|--------------------------------------|--------------|--------------------------|
| a) Stand/Walk | 5-6 Hours | |
| b) Drive | 1-2 Hours | |
| c) Sit | 1-2 Hours | |
| d) Stoop/Squat/Bend | 1-2 Hours | |
| e) Lift/Carry | 1-2 Hours | Up to a weight of 50 lbs |
| f) Climb Stairs | Frequently | |
| g) Use hands for repetitive motions | Frequently | |
| h) Use feet for repetitive movements | Occasionally | |

This job description, revised April 12, 2021, supersedes all prior descriptions for this position.

I have reviewed this Job Description and understand the contents.

Employee

Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.