POSITION ANNOUNCEMENT
March 30, 2018

POSITION TITLE: Assistant Principal

APPOINTMENT TYPE: Full time, Calendar Year, 210 day contract,

COMPENSATION: $80,000+ commensurate with qualifications / experience
Comprehensive fringe benefit package

PRIMARY FUNCTION: The Assistant Principal works with the Principal to provide a comprehensive educational program for students pre-school through transition to adult life (4 PLUS Program). Responsibilities include leadership, coordination, supervision, management and collaboration with other departments in order to provide a quality education for all students.

QUALIFICATIONS:
- Minimum three years teaching experience
- Masters Degree in Education or related field
- Preference for deaf education experience and education
- An in-depth understanding of the fundamental principles in education with an emphasis on education of the deaf
- Valid Iowa Administrative license issued by the Board of Educational Examiners: http://www.state.ia.us/boee/
- Commitment to the philosophy of high-quality educational opportunities and communication access for all students and the ability to communicate effectively with both deaf and hearing individuals
- Applicants must have the ability to reach the level of sign language proficiency designated for the position within the time frame established by the School’s Sign Language Policy


APPLICATION PROCESS: Position will be posted until filled. Contact Deb LeHeup, Human Resources for additional information: dheuple@iowaschoolforthedeaf.org. Send cover letter, resume, copy of transcripts, copy of credentials, and three professional references to: Director of Human Resources, Iowa School for the Deaf, 3501 Harry Langdon Blvd, Council Bluffs, IA, 51503.
A school administrator is an educational leader who promotes the success of all students by accomplishing the following competencies.

1. Facilitates the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
2. Advocates, nurtures, and sustains a school culture and instructional program conducive to student learning and staff professional growth.
3. Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
4. Collaborates with families and community members, responds to diverse community interests and needs, and mobilizes community resources.
5. Acts with integrity, fairness, and in an ethical manner.
6. Understands, responds to, and influences the larger political, social, economic, legal, and cultural context.

**Primary Function:**
The Assistant Principal works with the Principal to provide a comprehensive educational program for students pre-school through transition to adult life (4 PLUS Program). Responsibilities include leadership, coordination, supervision, management and collaboration with other departments in order to provide a quality education for all students.

**Typical Duties and Responsibilities:**
- Assist the principal in the overall administration of the pre-school, elementary, middle school, high school and 4-PLUS program. Serves as the Principal in the absence of the regular principal.
- Assists the principal in developing and maintaining an effective educational program by meeting and conferring with students, parents, faculty and staff, maintaining records and files and preparing reports.
- Attends school functions, community events and other activities as a representative of the school.
- Assist the principal in the transformation of the school culture into a results-oriented collaborative learning community.
- Support the principal in the collaborative development, implementation, and ongoing refinement of the school’s Strategic Plan.
- Assist the Principal in monitoring compliance with federal, state, and local mandates and guidelines related to mandated assessments and IEPs.
- Assist the Principal in the collection, analysis and reporting of student performance data.
- Work with the Principal in the recruiting and hiring of teachers and other educational staff.
- Assist in the planning, implementation and supervision of the instructional program through the use of e-walks, observations, documentation, and coaching for improved performance.
- Assist teachers in evaluating methods and materials and developing effective lesson plans and classroom management techniques.
- Assist with curriculum development and implementation of the Iowa Core and Expanded Core Curriculum.
- Work in cooperation with other ISD administrators to coordinate transportation, custodial, cafeteria, and other school support services and conduct safety inspections and safety drill practice activities.
- Work with the school counselors to propose class schedules
- Work with sponsors on scheduling extracurricular activities
- Coordinate the reporting and monitoring of student attendance
- Coordinate student discipline throughout the entire school, dealing with special cases as necessary.
• Assist the Principal in planning and implementing professional development for teachers and paraprofessionals utilizing the Iowa Professional Development Model.
• Supervise teachers and departments as assigned by the Principal.
• Chair meetings for the purpose of coordinating activities and ensuring that outcomes achieve the school, Board of Regents, and/or state objectives.
• Maintain and model high standards of professionalism.
• Perform other duties as assigned.

**Qualifications:**

- Minimum of three years teaching experience
- Masters Degree in Education or related field
- Preference for deaf education experience and education
- An in-depth understanding of the fundamental principles in education with an emphasis on education of the deaf
- Valid Iowa Administrative license issued by the Board of Educational Examiners: [http://www.state.ia.us/boee/](http://www.state.ia.us/boee/)
- Commitment to the philosophy of high-quality educational opportunities and communication access for all students and the ability to communicate effectively with both deaf and hearing individuals
- Applicants must have the ability to reach the level of sign language proficiency designated for the position within the time frame established by the School’s Sign Language Policy.

**Salary and Benefits:** This is a 210 day position. Salary will be commensurate with education and experience. Expected starting salary is $80,000. A full benefits package is available.

**Application Deadline:** Applications will be accepted until position is filled. Apply in writing to Human Resources. Send cover letter, resume, copy of transcripts, copy of credentials, and three professional references to Human Resources, Iowa School for the Deaf, 3501 Harry Langdon Blvd, Council Bluffs, IA, 51503.

The Iowa School for the Deaf is an Equal Employment Opportunity and Affirmative Action Employer.
A Board of Regents, State of Iowa School.