

Auburn School District

Job Title: Secondary Assistant Principal

Unit Classification: Association of Washington School Principals

Reports To: Principal

General Description: Under the leadership of the school principal, the Assistant Principal provides instructional, cultural, and operational leadership in support of the district's commitment to an equitable educational experience where each student is seen, known, and valued for who they are today, while being supported to develop their full academic and social potential in preparation for the future they choose. The Assistant Principal plays a key role in fostering a welcoming, inclusive school culture where students and staff experience a strong sense of belonging and where continuous improvement in teaching and learning is expected and supported.

The Assistant Principal contributes to a school environment that prioritizes physical, social, and emotional safety for all students and staff. This role supports the use of multiple student data sources to help lead the development, implementation, and evaluation of data-driven plans aimed at improving student achievement and closing opportunity and achievement gaps. The position assists instructional staff in aligning curriculum, instruction, and assessment with state, national, and district learning goals, while monitoring, supporting, and evaluating effective instructional and assessment practices.

The Assistant Principal employs collaborative problem-solving, sound decision-making, and change management practices to support school improvement efforts. In partnership with the principal, the role helps ensure that human and fiscal resources are used effectively and in compliance with policy and legal requirements to support student learning. The position also builds and sustains strong partnerships with families, staff, and the broader school community to promote student success and equitable outcomes for all learners.

Duties and Responsibilities:

The district seeks a strong leader with a proven record of successful teaching and/or administrative experience. Duties of the assistant school principal would include:

- Create a school culture that promotes the ongoing improvement of learning and teaching for students and staff.
 - Provide leadership, vision, and inspiration to staff and students; promote a belief system and values driven culture of equity and excellence, setting high expectations for all students.
 - Foster a collaborative culture that promotes student learning through Professional Learning Communities (PLC).
- Provide structures and supervision that promotes school safety.
 - Develop and maintain a positive school atmosphere.
- Lead the development, implementation and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements.
 - Implement the District Strategic Plan at the building level.
 - Implement the school improvement plan to improve student learning.
- Assist instructional staff with alignment of curriculum, instruction and assessment with state and local district learning goals.
- Monitor, assist and evaluate effective instruction and assessment practices.
 - Assist the principal, as directed, in the observation and evaluation of certificated and classified employees.
 - Provide effective instructional leadership and professional development of certificated and classified staff..

- Provide leadership to maximize human and fiscal resources to support student achievement and legal responsibilities.
 - Ensure effective and efficient use of building personnel, resources, and physical facilities.
 - Recruit, hire and retain a diverse workforce that represents the community.
- Partner with the school community to promote student learning.
 - Maintain effective school and community relations.
 - Maintain effective relationships with parents, colleagues, and students.
- Demonstrate a strong commitment to closing the achievement gap by promoting best practices in student learning and accelerating student achievement for diverse student populations.

Minimum Requirements:

- Washington State Principal’s Certificate.
- Master’s degree or higher in educational leadership, education, or a related field.
- Successful administrative and/or teaching experience in a K–12 public school setting.
- Demonstrated commitment to culturally responsive teaching practices, inclusive school leadership, and the creation of learning environments where all students feel welcomed, seen, and valued.
- Proven ability to work effectively in a school system committed to equity, anti-racism, and anti-bias practices.
- Strong instructional leadership skills, including experience supporting the alignment of curriculum, instruction, and assessment to state, district, and student learning goals.
- Experience using multiple measures of student data to inform decision-making, support continuous improvement, and address opportunity and achievement gaps.
- Knowledge of and experience with Washington State laws, regulations, and accountability requirements related to public education, including special education, student discipline, and student safety.
- Demonstrated ability to build collaborative relationships with students, staff, families, and community partners across diverse backgrounds.
- Effective organizational, communication, and management skills to support school operations and student success.
- Documented educational and/or management experience demonstrating increasing levels of responsibility and leadership.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.
- Ability to support and promote the Auburn School District’s commitment to “Engage. Educate. Empower With Equity and Excellence”.

Working Conditions:

Physical Demands – The position requires frequent walking, standing, and movement throughout the school campus, including classrooms, hallways, playgrounds, and other indoor and outdoor areas. The employee must be able to respond quickly to student needs, including supervising and supporting students who may elope or require immediate adult intervention for safety. The role may require bending, stooping, kneeling, crouching, and reaching, as well as the ability to assist in guiding or redirecting students. Occasional lifting, carrying, pushing, and/or pulling of up to 50 pounds may be required. The position involves regular use of computers and office equipment and may require extended periods of sitting, standing, and walking.

Work Environment – Work is primarily performed indoors in a school setting, arrival/dismissal areas, and

emergency response situations, under a variety of weather conditions. The noise level may range from moderate to loud, particularly during student transitions and activities. The position carries responsibility for the safety, supervision, and well-being of students and staff and requires frequent interaction with children, families, staff, and community members. The employee may be exposed to ordinary infectious diseases, student bodily fluids, and, at times, student behaviors that may be physically or emotionally challenging, including aggressive behavior or elopement. The role requires the ability to remain calm, responsive, and safety-focused in dynamic and high-need situations.

The statements above are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications of personnel so classified.