

PORT ORFORD-LANGLOIS SD 2CJ

Principal (74)

JOB POSTING

Job Details

Posting ID

74

Title

Principal

Description

Port Orford-Langlois School District 2CJ

Position: Principal (7-12)

Effective: July 2025

Reports To: Superintendent

Evaluated By: Superintendent

JOB GOAL: To serve as the educational leader and chief executive of the school and, as such, to be responsible for promoting the educational development of each student and the professional growth of the staff, operation of the school facilities, participation in staff and student activities and establishment of effective community relations.

COMPENSATION: The salary range for the position is \$97,691 to \$110,002 (salary range is pending COLA adjustment) depending on experience and includes an excellent benefit package.

APPLICATION DEADLINE: July 14, 2025

The Port Orford-Langlois School District is comprised of two locations: Driftwood Elementary School, which houses grades K-6 located in Port Orford with a population of approximately 130 students, and Pacific High School, which houses grades 7-12 and is located seven miles north of Port Orford and seven miles south of Langlois that has a population of approximately 105 students. Please visit our website (<http://www.2cj.com>) and Facebook pages for information about Driftwood Elementary School and Port Orford-Langlois School District.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Masters Degree
2. Appropriate Administrative License (emphasis in educational administration preferred)
3. Experience in various aspects of school administration and other qualifications the Board may find appropriate and acceptable
4. Ability to establish and maintain an effective learning climate in the school
5. Ability to interpret and implement all Board policies, administrative regulations and negotiated agreements
6. Ability to supervise all school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's instructional program
7. Ability to facilitate the development, revisions and evaluation of the curriculum and instructional services
8. Ability to develop school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures
9. Ability to prepare and manage the school budget
10. Ability to serve as liaison between the school and community, interpreting activities and policies of the school and encouraging community involvement with the school
11. Ability to provide direction to others and to make independent judgments
12. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
13. Ability to maintain confidentiality

14. Ability to communicate with individuals of varied cultural and educational backgrounds
 15. Ability to keep and maintain accurate records and to meet deadlines
 16. Perform physical requirements, which may include:
 1. Moderate to extensive degree of physical and emotional stamina
 2. Frequent and prolonged standing, walking and sitting
 3. Ability to restrain students, respond and break up student fights, apprehend trespassers or student offenders
 4. Frequent and prolonged talking/hearing conversations
 5. Possess near/far visual acuity/depth perception
 6. Possible exposure to bodily fluids due to student injury and illnesses
1. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may also be assigned.

1. Supervise the licensed and classified staffs and responsible for the recruiting, screening, hiring, training, assigning and the evaluation of the staff.
2. Facilitate communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
3. Delegate authority to responsible personnel to assume responsibility for their assigned areas of supervision.
4. Manage school administrative functions (i.e. facility maintenance, budget, staffing, etc.) to maintain safe and efficient school operations within district guidelines.
5. Develop and evaluate the educational/instructional program to ensure conformance to state and school board standards.
6. Maintain a high level of ethical behavior and confidentiality when dealing with student, staff and/or parent information.
7. Actively support and help with oversight, planning, promotion and development of student activities.
8. Initiate and plan in-service orientation and training of licensed and classified staff, with special responsibility for staff administrative procedures and instructions.
9. Maintain high standards of student conduct and enforce discipline as necessary and in accordance with due process rights of students.
10. Process personnel actions, student disciplinary actions and/or related matters for the purpose of documenting such actions and being in compliance with district policies and administrative regulations.
11. Prepare various written documents (e.g. correspondence, reports, analyses, etc.) for the purpose of providing written support and/or conveying information.
12. Represent the school within the community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
13. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing educational issues of mutual interest with other professionals in the field.
14. Participate in administrative meetings, negotiation meetings and other such meetings as required or appropriate.
15. Coordinate and direct special programs throughout the district.
16. Work with administration, school teams, special education teams, parents and students.
17. Complete required student census data.
18. Implement all district plans related to special programs.
19. Monitor special education, 504, and TAG compliance data.
20. In-service staff on disabilities that impact students, and their responsibilities in complying with the IEP.
21. Facilitate staff meetings and trainings for staff.
22. Work closely with regional colleagues.
23. Insure the implementation of state and federal guidelines.
24. Serve as district representative in meetings as necessary.

25. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.
26. Ability to collaborate with staff in a team environment to work on building and district needs to meet the many and varied needs of our students.

CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:

1. Appropriate Administrative License (emphasis in educational administration preferred)
2. Possess a valid First Aid card
3. Possess a valid Oregon Driver's License
4. Must be able to pass a state approved training program of student restraint or seclusion as per district policy JGAB
5. Blood borne Pathogens Training/Hepatitis B Shot Series Training

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT: Days and hours to be arranged, with salary to be negotiated.

EVALUATION: Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of licensed personnel.

<i>Shift Type</i>	Full Time	<i>Salary Range</i>	\$96,671.00 to \$110,002.00
<i>Salary Code</i>	Annual	<i>Job Category</i>	Administrator
<i>External Job Application</i>	OR Teacher Application	<i>Internal Job Application</i>	
<i>Location</i>	PACIFIC HIGH SCHOOL	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	06/30/2025	<i>General Start Date</i>	06/30/2025
<i>Internal End Date</i>	07/14/2025	<i>General End Date</i>	07/14/2025

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	No	<i>Reference Check Form</i>
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