



PARKROSE SCHOOL DISTRICT
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Parkrose School District affirms the diversity of our local communities including race, religion, national or ethnic origin, sexual orientation, and gender identity/expression. We welcome candidates who reflect our growing diversity and our values of creating an inclusive learning environment. We are particularly interested in applications from traditionally underrepresented groups in education.

Interim Principal - Elementary School

Position: 1934

Shaver Elementary School

2023-2024 School Year

Salary Range: \$119,314 - \$134,289 DOE

Hours: 40 hours per week

Days: 230 days per year

Deadline: Open Until Filled; **Applications received by August 27, 2023, will be given first consideration.**

Overview: The primary purpose of the position of Elementary School Principal is to serve as the instructional and climate leader of the K-5 school and, as such, be responsible for the organization and supervision of the school's educational program, operation of the school facility, participation in staff and student activities, and establishment of effective community relations.

Job Requirements:

- Experience Required - Five years' experience as a building teacher and or administrator. Preference will be given to administrators with elementary experience.
- Bilingual - candidates' bilingual in Spanish will be given preference.
- Supports and Facilitates – Collaborative Teams in Professional Learning Communities (PLC) and is familiar with Positive Behavior Intervention Supports (PBIS).
- Multicultural Competency

Educations/Licenses Required:

Masters Degree and appropriate administrative license; valid driver's license, evidence of insurability; and Criminal Justice fingerprint clearance.

Skills, Knowledge and/or Abilities Required:

- *Skills* to facilitate goal setting for instructional improvement. Skill in the development and implementation of programs to assist employees in successfully reaching personal and professional goals. Demonstrated effective, interpersonal relationship skills in working with students, parents, teachers, support staff and administrators, as well as business and community groups. Excellent written and verbal communication skills including effective facilitation of meetings. Exhibit a high level of personal and professional integrity and ethics.
- *Knowledge* of current research and best practices being used in elementary schools, and skill in discussing problems of mutual interest with others in the field of school improvement and in performance-based educational programs.
- *Technology* skills to be efficient working in MS Word, Excel, Power Point and Google e-mail and documents.
- *Abilities* to serve as a leader-coach to building level teachers and leaders, to develop collaborative consensus building in groups, to maximize resources to achieve results and build programs.
- *Abilities* to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain accurate records, establish and maintain cooperative working relationships with students, parents, other school personnel; meet schedules and deadlines. Regular attendance must be maintained. Significant physical abilities include standing and walking for long periods of time, lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

Parkrose School District strives to create an inclusive environment that welcomes and values the diversity of our staff and our students. Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications as described in a job posting. Parkrose School District is most interested in finding the best candidate for the position, and we encourage you to apply even if you do not believe you meet every described job qualification.

Reports to: Superintendent

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel under the direct supervision of the Superintendent.

To Apply: Candidates will complete the Parkrose application online at [TalentEd](https://talented.org). In order for your application to be complete, you must submit the documents listed below in addition to the application at [TalentEd](https://talented.org):
<https://parkrose.tedk12.com/hire>.

- Cover Letter
- TalentEd Application
- Resume
- Three (3) current letters of recommendation
- Essay Questions:
 1. *Describe your experience in teaching and/or serving and/or working with a diverse population and underrepresented communities?*
 2. *We have a deep commitment to challenging institutional racism. Can you speak to how you have done this in your practice?*

Parkrose is an Equal Opportunity Employer. Applicants with culturally diverse backgrounds are strongly encouraged to apply.

Position Details

Essential Job Responsibilities:

- **Establish** and **maintain** an effective learning climate in the school
- **Provide** leadership in the development of the instructional program, based upon current research
- **Facilitate** communication between staff, students and parents for the purpose of evaluating situations, solving problems and/or resolving conflicts
- **Communicate** with staff to assure instructional programs meet student needs and district requirements
- **Administer** the school and its instructional program in all its facets by visiting classrooms, conferring with teachers, giving leadership in curriculum improvement, and assisting in the selection and use of instructional materials
- **Assist** in supervising all support services, including custodial, maintenance, and food services
- **Assist** the school counselors to develop programs to enhance individual student educational growth and development.
- **Supervise** the school staff and be responsible for the recruitment, screening, hiring, training, assigning, and evaluation of the staff, both licensed and classified
- **Evaluate** both classified and licensed staff according to procedures and timelines outlined in the District Evaluation Handbooks
- **Supervise, administer, and allocate** the building's financial budget and make decisions for its use
- **Administers** the system of accounting for all moneys from student activities, student fees or fines, entertainment, gifts, and from any other funds belonging to the school. This system of accounting will be in accord with the central plan of accounts carried out under the supervision of the Office of the Superintendent and subject to an annual audit by the School District Auditor.
- **Assure** proper management, maintenance and inventory of materials, equipment, building, and grounds
- **Institute** a uniform discipline policy and develop a set of practices for student behavior
- **Utilize** all resources of the school and the community in developing the most effective educational system
- **Develop** and **support** a community relations program with parents and local community groups as a means of interpreting and furthering school programs and encourage parent and community participation in the school's program(s)
- **Interpret** and **implement** board policies, administrative regulations, and negotiated agreements
- **Develop** and provide in-service programs for the staff's professional development and growth
- **Initiate, design, and implement** programs to meet specific needs of the school and its students
- **Relate** to students with respect while carrying out a positive and effective discipline policy

- **Develop** school plans and organizational procedures for the health, safety, discipline, and conduct of students as established by district policies and procedures
- **Ensure** that all school activities are adequately planned and supervised
- **Prepare** and **supervise** the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
- **Promote** safety in the school by having a systematic plan for emergency drills and for monitoring pedestrian and vehicle traffic
- **Oversee** the maintenance, cleanliness, and security of the building and its contents
- **Oversee** the orientation of all new faculty members to ensure familiarity of all aspects of the school
- **Submit** all written correspondence, reports, orders and other paperwork within expected timelines
- **Assist** the superintendent as directed

Other Job Functions:

- **Confer** with district office representatives to determine building needs
- **Cooperate** with other principals and district administrators in determining the allocation of district funds for instructional purposes and allocate funds to departments on basis of need and equality