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Centennial School District
Invites applications for the position of:

Principal – Centennial High School

District Mission: *Collaborating in Community – Cultivating Equity – Inspiring Excellence*

District Vision: *Centennial School District builds authentic relationships with our diverse community that equitably engages and honors all voices. We intentionally implement rigorous, culturally relevant, and evidence-based practices to cultivate academic excellence for each student.*

Salary: \$177, 544 (Estimated based on pending 2026-27 Salary Agreement for a 230 Day Contract)

Opening Date: January 6, 2026, 9am

Closing Date: For strongest consideration, January 27, 2026, 9am

Start Date: July 1, 2026

The School: Centennial High School is a large comprehensive high school of approximately 1,600 students and an outstanding staff who serve the needs of the diverse student body in the Centennial School District attendance area (East Metro area of Portland - located in Multnomah Co., bordering Gresham and Portland). Centennial High School has an established Professional Learning Community culture, a broad range of course offerings for students, several community partnerships, and promotes distributive leadership.

Centennial High School is seeking an instructional leader who can foster trusting, professional relationships with students, staff, families, community partners, and the school community.

Position Summary: The Principal is the instructional leader of the school who collaborates with the staff to create an effective learning culture and climate within the school, centered around research-based, proven practices. That includes building a responsive school program and systems that promote equity, inclusion, and rigorous learning in alignment with the District Strategic Plan and state standards.

Minimum Qualifications:

Education: Masters Degree in Educational Administration or the equivalent. Oregon Administrator License required.

Experience: Experience in developing, implementing, articulating, and evaluating curriculum and instructional strategies consistent with best practices. Bilingual preferred.

See complete job description (below) for full experience, skills, knowledge and abilities required for this position.

Applying:

Applicants are required to apply online through [PowerSchool SchoolSpring](#). A complete application will consist of the following:

- 1) Letter of Interest;
- 2) Current Resume;
- 3) Three (3) Current Letters of Recommendation;
- 4) Unofficial Transcript(s) of undergrad/grad coursework. If employed, the candidate will be required to submit official transcripts in sealed envelopes from the institution(s);
- 5) Copy of Oregon Administrative License (or verification of process to obtain a TSPC Oregon license).

For information about the position, contact:

Dr. Tasha Katsuda
Assistant Superintendent
Email: tasha_katsuda@csd28j.org

For questions about applying, contact:

Human Resources
Email: hr@csd28j.org

AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION - Administration

JOB TITLE: Principal - High School

Job Purpose Statement/s: The position of High School Principal - is to serve as the educational leader and chief executive officer of the school and, as such, to be responsible for the direction of the school's educational program, operation of the school plant, participation in staff and student activities, and establishment of effective community relations.

Essential Job Functions:

- **Establish and maintain** an effective learning climate in the school.
- **Provide** leadership in the development of the instructional program, based upon current research on effective secondary schools.
- **Administer** the school and its instructional program in all its facets.

- **Supervise** all support services, including custodial and maintenance, security, dining services, and recreational programs.
- **Supervise** the guidance program 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.
- **Supervise, administer, and allocate** the building's financial budget and make decisions for its use.
- **Establish** guides for proper student conduct and **maintain** student discipline.
- **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-services programs for the staff's professional development and growth.
- **Initiate, design, and implement** programs to meet specific needs of the school and its students.
- **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.

Other Job Functions:

- **Attend** regular meetings of the administrative council and serve actively to improve communication, cooperation, and planning with administrators, staff, and the community.
- **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.
- **Plan** new employee orientation activities at the building level.
- **Attend** regularly scheduled School Board meetings.

Job Requirements-Qualifications:

- **Experience Required:** Five years experience as a building teacher and or administrator at this specific grade level. A minimum Master's degree in administration and supervision.
- **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. Strong communication, motivation, and problem-solving skills.

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Knowledge of recent research in professional journals and other publications, and skilled in discussing problems of mutual interest with others in the field of school improvement and in performance-based educational 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 deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

Licenses and/or Testing Required: Appropriate administrative license, valid driver's license and evidence of insurability, and Criminal Justice fingerprint clearance.

Terms of Employment: 230 days per year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

Centennial School District practices equal employment opportunity and treatment regardless of race, color, religion, sex, sexual orientation, national origin, marital status, age, veteran's status, genetic information, and disability if the employee is able to perform the essential functions of the position.