WALLOWA SCHOOL DISTRICT

# ADMINISTATIVE JOB DESCRIPTION:

**JOBS TITLE:** Superintendent/Elementary Principal. We anticipate hiring 1.0 FTE to staff these functions based on applicant experience and skills.

**JOB SUMMARY**: The Superintendent is responsible to the school board of directors, providing input for board action, and leadership and management direction for district staff, patrons, and students along with specific responsibility for programs and staffing. The principal is responsible and provides leadership for K-6, plans for the success of all staff and students, and directs and implements district wide disciplinary programs. ***Strong instructional leadership and special education program experience is key to both positions.***

**ESSENTIAL FUNCTIONS OF THE SUPERINTENDENT:**

1. Provides input and recommendations for school board action and discussion.
2. Utilizes excellent communication skills, both oral and written, for school board members, district staff and patrons.
3. Leads and manages district operations to meet federal and state requirements along with local school board policy and requirements.
4. Reviews, recommends and provides oversight for district budget management
5. Provides contract management skills and understanding for licensed, classified and administrative personnel.
6. Management of all district personnel issues which include but are not limited to: 1) hiring recommendations; 2) the supervision and evaluation of all staff; 3) supporting and seeking improvement in all equity and racial relations within the district.
7. Provides long range planning related to district facilities, grounds and technology issues.
8. Provides the overall management recommendation for board review of such programs as curriculum, special education, state and federal grants, state assessment and athletics.
9. Directly responsible for keeping the focus of grades K-12 on “what is best for students?”
10. Manages daily operation of K-12 school building, including budgeting that follows district purchasing practices.

**OTHER SUPERINTENDENT DUTIES AND RESPONSIBILITIES:**

1. Assists in program and policy development.
2. Attends meetings related to district function, school operation, LESD, or IEP meetings.
3. Takes necessary steps to assure the safety, supervision and welfare of students and employees in transit to or attending school sponsored activities.
4. Inspects facilities and analyzes school operations for health and safety concerns.

**SUPERINTENDENT SUPERVISORY RESPONSIBILITIES:**

1. Directly responsible for the supervision of classified, licensed and confidential employees of the district. Supervises any administrative staff so assigned K-12.
2. Expedites the evaluation of all classified, licensed and confidential employees according to district policy
3. Resolves grievances and other employee relations or provides the necessary recommendations for board action.
4. Disciplines employees as is appropriate and within the parameters of local, state and federal constraints.

**ESSENTIAL FUNCTIONS OF THE PRINCIPAL:**

1. Provides instructional leadership to the entire elementary community.
2. Promotes academic success of all students through data driven decision-making and effective leadership.
3. Creates and implements successful school improvement plans.
4. Manages daily operation of K-6 school building, including budgeting that follows district purchasing practices.
5. Implements schedules based on long-term curriculum plans.
6. Builds a strong working knowledge of State and federal requirements related to Common Core State Standards and Smarter Balance
7. Works with a variety of parent, staff, and community committees to achieve a well-coordinated and cooperative learning environment.
8. Follows District policies and regulations.
9. Maintains procedures for ensuring all staff have timely, specific evaluative assessments based on mutually-agreed goals.
10. Establishes and maintains appropriate behavioral expectations and standards for students, to include the continued implementation of the District’s PBIS program.
11. Demonstrates commitment to working with students of all abilities, including special education, disadvantaged and talented and gifted.
12. Writes and presents reports.
13. Hires and assigns all classified, certified and adjunct faculty and staff for their site.
14. Plans and implements appropriate staff professional development within constraints of district budget.
15. Analyzes data and creates appropriate reports.
16. Meets and works collaboratively with administration, students, parents and staff.
17. Communicates effectively and regularly with defined audiences through multiple media [such as newsletters, web sites, email, etc.].
18. Effectively manages conflict as defined by the district plan.
19. Schedules student activities and state testing.
20. Assists in the budgeting process.
21. Organizes, leads and/or attends staff meetings.
22. Directly responsible for keeping the focus of grades K-12 on “what is best for students?”

**OTHER PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Attends educational support meetings, including Individualized Education Plan (IEP) meetings, and other appropriate meetings.
2. Monitors hallways and cafeterias. Inspects facilities and campuses for health and safety concerns.
3. Answers office telephones.
4. Assists sick or injured students according to District policy.
5. Attends extra-curricular and athletic activities.
6. Assists teachers in effective teaching strategies.

**PRINCIPAL SUPERVISORY RESPONSIBILITIES:**

1. Follows duties and responsibilities as laid out in appropriate job description.

**ESSENTIAL FUNCTIONS OF THE DIRECTOR OF INSTRUCTION:**

1. Provides leadership in the design, management and evaluation of all district curriculum and program offerings. ***(Prepare staff, students, parents and community for new state instructional requirements)***
2. Directly responsible for keeping the focus of grades K-12 on “what is best for students?”

**QUALIFICATIONS:** To perform some subset of these jobs successfully, an individual must be able to perform each essential duty for that job description satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATIONS AND/OR EXPERIENCE:** Appropriate bachelors and master’s degrees [required] and successful administrative experience in elementary or middle/high schools [expected]. Special Education and Instructional Leadership experience required for those duties.

**INTERPERSONAL SKILLS:** Works well with others, focuses on solving conflicts, maintains confidentiality, listens to others without interrupting; keeps emotions under control, remains open to others ideas and contributes to building a positive team/district spirit.

**LANGUAGE SKILLS:** Ability to respond effectively, both verbally and in writing, in English to the most sensitive questions or complaints from students, parents, regulatory agencies or members of the community. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to school board members, patrons, staff or students. Ability to read, analyze and interpret the most complex written documents. Ability to write speeches and articles for publication that conforms to prescribed style and format.

**MATHMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY: Ability to define problems, collect data, establish facts and draw valid conclusions.

COMPUTER SKILLS: General knowledge of computer usage and ability to use e-mail, internet software, spreadsheets and word processing software.

OTHER SKILLS AND ABILITIES: Exceptional communications, organizational and interpersonal skills expected. Candidate must evince and maintain high ethical and professional standards. Candidate must work well under pressure and demonstrate ability to meet manifold deadlines. Candidate should have a record of collaborative and team-focused leadership.

CERTIFICATES, LICENSES, REGISTRATION: Certificates as determined by the District including but not limited to Oregon Educational Superintendent Administrative License issued through the Teachers Standards and Practices Commission and valid Oregon drivers license.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time, as it deems advisable.