

DAVID DOUGLAS SCHOOL DISTRICT
Vacancy Notice for the Position of
Principal for Elementary School

Position: **Principal for Elementary School**

The David Douglas School District is requesting professional applications for a Principal for an Elementary School position. The primary functions of the principal is to lead, direct and administer all school operations and activities of an elementary school including instructional programs, support services, facility and ground operations, maintenance, student activities, and community relations activities that result in student achievement, and community confidence.

Position start date is August 2020

Locations:

TBD

Qualifications: **The District is searching for strong instructional leaders with the following qualifications:**

- Administrative License or be eligible for Oregon administrative licensure by September 1, 2020;
- Outstanding leadership ability:
 - **Strong Instructional leadership:** implementing district initiatives, building a school vision, establishing a shared leadership model, leading an inclusive and culturally competent learning community with a focus on continual school improvement, using data, and monitoring curriculum & instruction.
 - **School climate:** creating a positive culture, establishing high expectations, adhering to a practice of respect.
 - **Human resource administration:** hiring quality teachers & other staff, inducting & supporting current staff, providing meaningful opportunities for growth, retaining quality staff, and effectively evaluating teacher performance.
 - **Organization management:** safety, daily operations, facilities maintenance, and securing & using resources to increase student achievement.
 - **Communication and community relations:** effective communicator with all stakeholder groups, willingness to partner with outside agencies and community partners.
 - **Professionalism:** adheres to ethical standards, serves as a role model, models life-long learning, embraces change, strong collaborator with district and building staff.
- Knowledge and experience implementing:
 - Multi-Tiered Systems of Support (RTI & PBIS)
 - CCSS, NGSS, SBAC, and instructional shifts
 - Best practices as it relates to working with ALL students, including ELL and SPED students
 - Technology as an instructional tool
 - Professional Learning Teams (PLTs/PLCs)

- Knowledge of and experience implementing Professional Learning Teams (PLTs);

- Ability to articulate and implement best practice as it relates to effective staff evaluation to improve instruction;
- Strong communication skills;
- Ability to develop and lead an inclusive, culturally competent school community;
- Ability to articulate best practice related to working with special populations;
- Capacity to energize groups of people to achieve common objectives;
- Demonstrate competency in using data to improve student learning and achievement;
- Knowledge of technology as an instructional tool;

Salary: Salary and benefits based on 2017-2020 Administrator agreement
Range \$110,242 - \$127,151, plus TSA; 260 day contract

Application Process:

Please submit:

1. Complete the online TalentEd Recruit & Hire Application,
<https://daviddouglas.schoolrecruiter.net>.
2. Include the following documents in your TalentEd Recruit & Hire application:
 - Personal letter of application stating why you are interested in this position
 - Current resume
 - Statement of your philosophy about student achievement (1 page)
 - Statement outlining the most innovative initiative or program you have created (1 page)
 - Three (3) letters of recommendation
3. If selected candidates will complete an intensive interview process including: on demand activities, writing activities, and evaluation activities.

All application materials must be completed in full.

TalentEd Recruit & Hire application open until June 30, 2020, 4:00pm.

Suggested Timelines:

All dates and times are subject to change

June 17 – June 30, 2020	Application period
June 30 – July 6, 2020	First review of application materials, Application screening, and pre-reference checks
July 13 – July 24, 2020	Candidate interviews are conducted
July 27 – July 28, 2020	Follow up and candidate selection
August 13, 2020	DDSD Board of Education will offer a contract to the successful finalist
August 2020	Principal begins duties