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VACANCY NOTICE

Principal – La Grande High School

Open: January 13, 2014 - Closes: February 7, 2014

General Information

The La Grande School District is accepting applications for a full-time (1.0 FTE) High School Principal for La Grande High School. The Principal is responsible for the overall operation of the school and effectively coordinates the efforts of all personnel to ensure that each student is provided with the highest quality education. The principal shall direct and supervise all curricular and extracurricular activities, staff performance, school community relations, fiscal management programs, and physical plant management within the school to meet the District and school's stated goals, objectives, and procedures for students at the 9-12 grade level. The La Grande High School is home to approximately 625 students, employs 65 certificated and classified employees and has a budget of \$3.4 million. This position will start on July 1, 2014.

Duties and Responsibilities

1. Provide dynamic innovative leadership to Professional Learning Community (PLC) team leaders and teams. Support and inspire staff to adopt the District's vision for effective PLC's. Demonstrate strong leadership in this area.
2. Contribute to student achievement by providing strong and effective educational leadership.
3. Assure the efficient, effective operation of the school by directing within District policies and procedures the staff development and evaluation of subordinates, developing and administering the school budget, and implementing and interpreting policies, procedures, and regulations for effective day-to-day and long-term operation.
4. Provide a positive learning climate in the school by establishing, enforcing and maintaining appropriate student behavior standards and guidelines.
5. Assure that all state and federal laws, negotiated contracts, Board policy and District administrative and school regulations are adhered to by students, staff, parents, and community by communicating, interpreting, and implementing laws, policies, and rules to all involved.
6. Assist certified staff members in the improvement of techniques and methods of instruction.
7. Establish a welcoming school climate that nurtures positive morale for staff, students and parents.
8. Direct, supervise, and evaluate the instructional programs of the school.
9. Monitor state and district assessment scores and initiate program enhancement in the school to raise assessment scores.

OPPORTUNITY & EXCELLENCE

Union County School District Number One
1305 North Willow Street
La Grande, OR 97850-1392
(541) 663-3202 Fax (541) 663-3223
www.lagrande.k12.or.us

10. Interpret the educational program to parents through meetings, newsletters, etc., and provide assistance to them when necessary. Work to provide opportunities for parents to support the school.

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Duties and Responsibilities (continued)

11. Work with local social service agencies to provide resources for students.
12. Prepare necessary schedules for each new school year.
13. Exercise collective judgment in handling problems affecting the building and district.
14. Perform other duties as assigned by the Superintendent.

A full list of duties and responsibilities can be found on the job description for this position.

Qualifications

Valid Oregon Administrative License and a minimum of five (5) years of teaching experience, preferably high school level. High school administrative experience preferred.

Employment, Salary and Benefits

1. This is a full-time (1.0 FTE), 225-day position, including 9 paid holidays.
2. Placement on the La Grande School District Administrative salary schedule, range 1, step 1-9 (\$82,940 - \$97,178).
3. La Grande School District will support payment for health, dental and vision insurance premiums. Employer-paid PERS is provided to qualified employees.

Application Process

1. Applications are available at La Grande School District, 1305 North Willow, La Grande, Oregon 97850, or online at www.lagrandesd.org. Detailed instructions on how to apply are included in the application.
2. Only complete applications will be considered. Successful applicants are required to provide official transcripts and original license(s) before completion of the hiring process.
3. Completed applications must be returned the Human Resources Department, La Grande School District, 1305 North Willow, La Grande, OR 97850 by 4:00 p.m. on February 7, 2014. They may be e-mailed to: laurie.batten@lagrandesd.org or faxed to (541) 663-3223.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact Laurie Batten, Administrative Assistant at 541-663-3212 for additional information or assistance. Speech/Hearing impaired persons may contact the La Grande School District for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900 or 711.

La Grande School District is an Equal Opportunity/Affirmative Action employer. Women, minorities and individuals with disabilities are encouraged to apply.