

**SILVER FALLS SCHOOL DISTRICT**  
**Job Description**

**Job Title:** **PRINCIPAL** (Elementary, Middle & High School)

**Reports To:** Superintendent

**Evaluated By:** Superintendent

**JOB GOAL:** To serve as the educational leader and chief executive of the school and, as such, to be responsible for promoting the educational development of each student and the professional growth of the staff, operation of the school facilities, participation in staff and student activities and establishment of effective community relations.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. Masters Degree
2. Appropriate Administrative License (emphasis in educational administration preferred)
3. Experience in various aspects of school administration and other qualifications the Board may find appropriate and acceptable
4. Ability to establish and maintain an effective learning climate in the school
5. Ability to interpret and implement all Board policies, administrative regulations and negotiated agreements
6. Ability to supervise all school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's instructional program
7. Ability to facilitate the development, revisions and evaluation of the curriculum and instructional services
8. Ability to develop school plans and organizational procedures for the health, safety, discipline and conduct of students as established in district procedures
9. Ability to prepare and manage the school budget
10. Ability to serve as liaison between the school and community, interpreting activities and policies of the school and encouraging community involvement with the school
11. Ability to provide direction to others and to make independent judgements
12. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, teachers and community
13. Ability to maintain confidentiality
14. Ability to communicate with individuals of varied cultural and educational backgrounds
15. Ability to keep and maintain accurate records and to meet deadlines
16. Perform physical requirements which may include:
  - A. Moderate to extensive degree of physical and emotional stamina
  - B. Frequent and prolonged standing, walking and sitting
  - C. Ability to restrain students, respond and break up student fights, apprehend trespassers or student offenders

*[Principal -- cont.]*

- D. Frequent and prolonged talking/hearing conversations
  - E. Possess near/far visual acuity/depth perception
  - F. Possible exposure to bodily fluids due to student injury and illnesses
17. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may also be assigned.

1. Supervise the licensed and classified staffs and responsible for the recruiting, screening, hiring, training, assigning and the evaluation of the staff
2. Facilitate communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts
3. Delegate authority to responsible personnel to assume responsibility for their assigned areas of supervision
4. Manage school administrative functions (i.e. facility maintenance, budget, staffing, etc.) to maintain safe and efficient school operations within district guidelines
5. Develop and evaluate the educational/instructional program to ensure conformance to state and school board standards
6. Maintain a high level of ethical behavior and confidentiality when dealing with student staff and/or parent information
7. Actively support and oversee the planning, promotion and evaluation of the student leadership, activity and athletic programs
8. Initiate and plan in-service orientation and training of licensed and classified staffs, with special responsibility for staff administrative procedures and instructions
9. Maintain high standards of student conduct and enforce discipline as necessary and in accordance with due process rights of students
10. Process personnel actions, student disciplinary actions and/or related matters for the purpose of documenting such actions and being in compliance with district policies and administrative regulations
11. Prepare various written documents (e.g. correspondence, reports, analyses, etc.) for the purpose of providing written support and/or conveying information
12. Represent the school within the community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment
13. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing educational issues of mutual interest with other professionals in the field
14. Participate in administrative meetings, negotiation meetings and other such meetings as required or appropriate
15. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration.
16. Maintains satisfactory attendance, as defined in District policy and regulations (GCBG/GDBD).

*[Principal -- cont.]*

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Appropriate Administrative License (emphasis in educational administration preferred)
2. Possess a valid First Aid card if required
3. Possess a valid Oregon Driver's License
4. Bloodborne Pathogens Training/Hepatitis B Shot Series Training

**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 and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to frequently walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of the position, the employee works with standard office and or instructional equipment with moving mechanical parts. The employee frequently is required to use hands for fine and repetitive manipulation and required to sit for long periods of time. There is a moderate degree of physical stamina required with occasional lifting of up to 50 pounds.

If you have additional questions or concerns regarding the physical demands of this position, please contact the interviewing administrator or the Human Resources Department.

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.

**EVALUATION:** Following the probationary period, performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of licensed personnel.

*I have read and understand the responsibilities and qualifications of this job description.*

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*signature*

\_\_\_\_\_  
*date*

\_\_\_\_\_  
*printed name*

(Reviewed May, 2019)