

Springfield Public Schools

Elementary School Principal - Location TBD (19-20 AD04)

JOB POSTING

Job Details

Title **Elementary School Principal - Location TBD**

Posting ID **19-20 AD04**

Description **About the District**

Springfield Public Schools is located in Springfield, Oregon, in the heart of the Willamette Valley, and serves 185 square miles of the city of Springfield and East/Central Lane County. We are directly to the East of Eugene, where the University of Oregon is located. We currently have 10,200 students, 1,436 staff members and over 600 teachers in our kindergarten through grade 12 school district. Springfield Public Schools believes student success is our most important outcome. The success of our students depends on the collective community coming together to support Every Student, Every Day throughout their K-12 education.

About the Position

The Elementary School Principal serves as the instructional leader and chief administrator of the elementary school, responsible for implementing and managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment.

Achieving academic excellence and building capacity requires that the Elementary School Principal work collaboratively to lead and nurture all school staff and communicate effectively with parents, community stakeholders, and colleagues in other schools. Inherent in the position are the responsibilities for planning and understanding multi-tiered systems of support that include Response to Intervention (RtI) and Positive Behavioral Interventions and Supports (PBIS). Additionally, knowledge of instructional coaching, curriculum & instructional leadership, high impact research-based instructional practices, effective program and staff evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operations are necessary components toward promoting a highly effective learning environment for all.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Creates and implements successful school improvement plans, aligned with board/district goals and priorities.
2. Manages daily operation of school building.
3. Uses multiple sources of data as a diagnostic tool to assess, identify and apply instructional improvement.
4. Ensures multi-tiered systems of support (MTSS) are implemented at the building level.
5. Creates a trusting climate of collaborative inquiry and continuous learning.
6. Actively engages the school community stakeholders to create shared responsibility for student and school success.
7. Leads the implementation of the critical aspects of Response to Intervention (RtI) and Positive Behavioral Interventions and Supports (PBIS) in order to improve student achievement and building culture.
8. Appropriately counsels and disciplines students in compliance with district policy.
9. Understands and monitors curriculum plans for all subjects.
10. Has a working knowledge of research-based best practices as it relates to instructional strategies and building a trusting culture of continuous learning for both staff and students.
11. Maintains a growth mindset and believes all students can learn and achieve.
12. Is familiar with the Oregon Literacy Framework and has a background in sound literacy practices.

13. Organizes and attends staff meetings and various building-based teams.
14. Serves as an instructional leader at both the building and District level.
15. Writes and presents reports to school board meetings.
16. Manages all safety protocols and procedures.
17. Interviews job applicants and makes recommendations to the Director of Elementary Education.
18. Plans and implements appropriate professional development aligned to the building action plan and District's vision and goals.
19. Analyzes data and creates/adapts appropriate reports and action plans accordingly.
20. Meets regularly with administrative staff, students, parents and building staff.
21. Communicates effectively and regularly with the school board, Superintendent, district leadership and colleagues, staff, parents and students.
22. Effectively and proactively manages conflict within the school building.
23. Works collaboratively with parent stakeholder groups.
24. Schedules and organizes student activities and district/state testing.
25. Develops a master schedule which maximizes student learning, effectively utilizes human/fiscal resources and aligns with state/district guidelines.
26. Establishes and manages annual building budget within district guidelines and ensuring compliance with program requirements.
27. Completes special projects as assigned by Director of Elementary Education.
28. Hires, evaluates and coaches building staff as outlined by Human Resources department.
29. Follows and maintains knowledge of all District policy(ies) and procedures.
30. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
31. Maintains appropriate certifications and training hours as required.
32. Complies with applicable District, state, local and federal laws, rules and regulations.
33. Attends work regularly and is punctual.
34. Performs other duties as assigned by the Director of Elementary Education consistent with the goals and objectives of the position.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends educational support meetings, including Individualized Education Plan (IEP) and 504 meetings, school board meetings and occasional district events.
2. Monitors common areas. Inspects facilities and campus for health and safety concerns.
3. May be called upon to perform office duties and substitute teach as necessary.
4. Assists teachers in developing and maintaining appropriate and effective teaching methods and classroom management practices.
5. Assists sick or injured students according to District policy.
6. Supervises students during non-instructional time.
7. May be asked to participate on District-level work team(s)/committee(s).

SUPERVISORY RESPONSIBILITIES

Directs work of school-based classified and licensed employees. Evaluates classified and licensed employees according to District policy. Resolves grievances and other employee relations issues, including discipline, by working closely with human resources; disciplines employees appropriately. Supervises students and assists in maintaining a safe and inclusive environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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.

Education and/or Experience: Master's degree (M.A.) or equivalent and at least three (3) years successful teaching and leadership experience and/or training, or equivalent combination of education and

experience, preferably at the elementary level. Candidates must hold a **current** Oregon administrative license and have demonstrated successful leadership abilities.

Interpersonal Skills: Works well with others, focuses on solving conflict, maintains confidentiality, practices active listening; remains calm under pressure, is open to others' ideas and contributes to building a positive and collaborative work environment. Demonstrated ability to lead and motivate staff. Models integrity and has high expectations for self and others.

Language Skills: Ability to respond effectively, both verbally and in writing, in English to the most sensitive inquiries 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 the district leadership and school board members. Ability to read, analyze and interpret the most complex written documents. Ability to write speeches and articles for publication which conform to prescribed style and format.

Computer Skills: General knowledge of computer usage and ability to use database software, e-mail, internet software, teaching software and word processing software. Is able to navigate the Google docs/ tools and utilize various media outlets as a tool for stakeholder communication.

Other Skills and Abilities: Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of young children. Possess knowledge of effective behavior management methods. Ability to delegate responsibilities and meet time lines.

Certificates, Licenses, Registrations: Certificates as determined by the District including but not limited to Oregon Administrative or Principal License issued through the Teachers Standards and Practices Commission and valid Oregon driver's license.

DIVERSITY & EQUITY QUALIFICATIONS

Demonstrated understanding of and responsiveness to the diverse academic, socioeconomic, cultural, linguistic, disability, gender identity, sexual orientation, and ethnic backgrounds that characterize a K-12 school community in a manner specific to the position.

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, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to blood borne pathogens.

OTHER

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 of 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.

Salary Range: \$92,484 - 115,344 based on education & experience plus a generous benefit package

Posting Begins: Wednesday, June 26, 2019

Posting Closes: Open Until Filled

To Apply: All our postings/applications go through TalentEd Recruit & Hire. Go to www.springfield.k12.or.us and click on the "Join Our Team" link. Locate the Administrative Postings button and click on the link, which takes you to TalentEd Recruit & Hire.

Incomplete applications may not be considered. A complete application includes the following:

- Current resume
- Complete application form including criminal history, drug-screen consent and affirmative action information forms on TalentEd Recruit & Hire
- Complete set of college/university transcripts (official or unofficial)
- At least three current letters of recommendation from persons qualified to comment on your skills, abilities, and/or preparation for the position

For more information, contact Springfield Public Schools at:
640 A Street • Springfield • OR 97477 • Phone: 541-726-3203 • FAX: 541-726-3315

*Applicants with diverse backgrounds, experiences, abilities and perspectives are encouraged to apply.
AA/EEO/ADA/Veterans Preference Employer*

<i>Shift Type</i>	Full Time
<i>Salary Range</i>	\$92,484.00 - 115,344 depending on experience / Annual
<i>Location</i>	TO BE DETERMINED

Applications Accepted

<i>Start Date</i>	06/26/2019
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