

Springfield Public Schools

Elementary School Principal Pool - Full Time/225 Days - Sites TBD (23-24 AD01)

JOB POSTING

Job Details

Title

Elementary School Principal Pool - Full Time/225 Days - Sites TBD

Posting ID

23-24 AD01

Description

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job posting. Springfield Public Schools is committed to finding the best candidate for the job, including candidates who may come from less traditional professional backgrounds. We encourage you to apply, even if you do not believe you meet every one of the qualifications outlined in the job posting. **If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact Human Resources to discuss your application.***

Posting Opens:

Friday, February 17, 2023

Application Review Begins:

Monday, March 10, 2023

Posting Closes:

Open Until Filled*

Contract Begins:

Friday, July 1, 2023

****Submit your application materials by 4:00 p.m. on Monday, March 10, 2023 in order to be considered during the initial application review process.***

Salary and Benefits

Salary begins at \$106,103 to 127,547 (based on 2023-2024 salary schedule) depending on education/experience plus a generous [benefit plan](#) including stipends for TSA, Mileage and Cell Phone. This position works 225 days per fiscal year (July 1 through June 30).

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 about 10,000 students, 1,410 staff members and over 700 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

Springfield Public Schools seeks outstanding candidates for the position of full-time Elementary School Principal - site(s) to be determined. Candidates must hold a **current** Oregon administrative license or have the ability to obtain one, and have demonstrated successful leadership abilities. This position will start July 1, 2023.

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 the Elementary School Principal to 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, understanding of curriculum & instructional leadership, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operations.

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.
2. Manages daily operation of school buildings.
3. Uses multiple sources of data as a diagnostic tool to assess, identify and apply instructional improvement.
4. Creates a climate of continuous learning.
5. Actively engages the school community stakeholders to create shared responsibility for student and school success.
6. Promotes academic success of all students.
7. Appropriately counsels and disciplines students in compliance with district policy.
8. Understands and monitors curriculum plans for all subjects.
9. Organizes and attends staff meetings and various building-based teams.
10. Serves as an instructional leader at both the building- and District-level.
11. Writes and presents reports to school board meetings.
12. Manages all safety protocols and procedures.
13. Interviews job applicants and makes recommendations to the Director of Elementary Education.
14. Plans and implements appropriate professional development aligned to the District's vision and goals.
15. Analyzes data and creates appropriate reports and action plans.
16. Meets regularly with administrative staff, students, parents and building staff.
17. Communicates effectively and regularly with the school board, Superintendent, district leadership, parents and students.
18. Effectively and proactively manages conflict within the school building.
19. Works collaboratively with parent stakeholder groups.
20. Schedules and organizes student activities and state testing.
21. Establishes and manages annual building budget within district guidelines and ensures compliance with program requirements.
22. Completes special projects as assigned by the Director of Elementary Education.
23. Hires, evaluates and coaches building staff as outlined by Human Resources.
24. Follows and maintains knowledge of all District policy(ies) and procedures.
25. Interacts thoughtfully and courteously with students, staff and parents, and resolves conflict in a professional manner.
26. Maintains appropriate certifications and training hours as required.
27. Complies with applicable District, state, local and federal laws, rules and regulations.
28. Attends work regularly and is punctual.
29. 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) meetings, school board meetings and occasional district events.
2. Monitors hallways and cafeteria. 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.
5. Assists sick or injured students according to District policy.
6. Supervises students at recess.

SUPERVISORY RESPONSIBILITIES

Directs work of school-based classified and licensed employees. Evaluates classified and licensed employees according to District/state 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 environment.

MINIMUM 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/Experience

- Master's degree; **AND**
- Valid state of Oregon Administrative or Principal License from Oregon Teachers Standards and Practices Commission (TSPC) or the ability to obtain one; **AND**
- At least three (3) years successful teaching and leadership experience, preferably at the elementary school level.

DESIRED QUALIFICATIONS

- Spanish/Bilingual preferred

Interpersonal Skills: Works well with others, focuses on solving conflict, maintains confidentiality, listens to others without interrupting; keeps emotions under control, remains open to others' ideas and contributes to building a positive team spirit. Demonstrated ability to lead and motivate staff.

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 the following software: database, email, internet, teaching, and word processing.

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 timelines.

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

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 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.

To Apply

All our postings/applications go through TalentEd 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 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 Hire
- Complete set of college/university transcripts (official or unofficial; if hired Official transcripts will be required)
- At least three current letters of recommendation from persons qualified to comment on your skills, abilities, and/or preparation for the position

An Affirmative Action/Equal Opportunity Employer

Springfield Public Schools does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender or sexual orientation in admission or access to the treatment of employment in its programs and activities as required by state and federal law. If you have any complaints, please contact Human Resources at (541) 726-3203.

It is our policy to provide qualifying veterans and disabled veterans with preference in employment in accordance with applicable law. Applicants wishing to claim veterans' preference must provide the following military documents verifying their eligibility:

Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **OR** a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pension.

Disabled Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **AND** a copy of the applicants veteran's disability preference letter from the U.S. Department of Veterans Affairs (unless the information is included on the DD Form 214 or 215).

For veterans' preference to apply, the required military documents must be submitted at the time of application submission.

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

<i>Shift Type</i>	Full Time
<i>Salary Range</i>	\$106,103.00 - \$127,547.00 / Annual
<i>Location</i>	TO BE DETERMINED

Applications Accepted

Start Date **02/17/2023**