

Lebanon Community Schools
Job #25021 - Elementary Principal - Riverview (2025-26) (25021)

JOB POSTING

Job Details

Posting ID

25021

Title

Job #25021 - Elementary Principal - Riverview (2025-26)

Description

QUALIFICATIONS:

1. Oregon Administrative License with Administrator endorsement.
2. Criminal history clearance.
3. Master's Degree plus additional specialization in educational administration.

WORK YEAR :

225 - 240 days, subject to change

Salary and Benefits as Determined by Administrator & Confidential Compensation and Working Conditions.

POSITION SUMMARY:

The primary purpose of this position is to organize, administer and supervise all aspects of the school program in order to maximize the educational opportunity and academic achievement of all students. The principal is expected to act as the instructional and climate leader of the school, and assume primary responsibility for the development and implementation of continuous school improvement activities.

ESSENTIAL FUNCTIONS:

1. Leads the development, implementation, revision, and evaluation of the curriculum.
2. Directs and supervises all building staff members in their duties.
3. Observes and consult with instructional staff concerning the improvement of instructional techniques and practices, and provide training and staff development activities pertaining to the responsibilities of assigned staff.
4. Assists in recruiting, screening, and hiring all school staff.
5. Assigns, orients, and evaluates all school staff.
6. Cooperates and coordinates with district resource personnel providing instructional and support services.
7. Oversees the implementation of individual plans (IEP/504/TAG/etc.) for students as needed.
8. Supervises the system of assessment, record keeping, and reporting of student progress toward standards of achievement.
9. Implements a program of public relations, interprets school programs and policies, and encourages public participation.
10. Assumes responsibility for a safe and orderly environment for students and staff, including conducting emergency drills, and responding to emergency situations.
11. Establishes student attendance and discipline program.
12. Supervises or directs supervision of the school campus and school events.
13. Coordinate and seeks the involvement of outside agencies, including law enforcement, as needed.
14. Monitors appropriate care of building facilities and makes referrals as needed.
15. Completes and submits reports, records, and other information as required by district administrators.
16. Prepares and submits the school budget and monitors expenditures.
17. Attends professional meetings and conferences as needed to maintain current knowledge.
18. Assists parents and community members as needed.

19. Interprets and implements all legal requirements, Board policies, administrative regulations, and negotiated agreements.
20. Maintains the confidentiality of sensitive and confidential information related to district financial, collective bargaining, and legal matters.
21. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
22. Provides direction to others and makes independent judgments.
23. Operates computer and software programs as related to job responsibilities.
24. Frequent or prolonged standing, walking, and sitting.
25. Frequent and prolonged talking/hearing conversations.

APPLICATION PROCESS:

Interested applicants must apply through our District Office website at <https://lebanonor.tedk12.com/hire/index.aspx>. Salary as per negotiated agreement. For more information interested, contact Superintendent Jennifer Meckley at: jennifer.meckley@lebanon.k12.or.us

The district's policy is to provide veterans and disabled veterans with preference as required by law and will require applicants to provide certification⁴ of eligibility for preference, in addition to other requested materials.

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 the Human Resources Office at (541) 259-8949 for additional information or assistance. Speech/hearing impaired applicants may contact the District for help through the Oregon Telecommunications Relay Service by dialing (800)735-2900. Spanish Voice/TTY#: 1-800-735-3896

⁴ See verification of Veteran's Preference (OAR 839-006-0465). An applicant claiming veteran's or disabled veteran's preference will submit a copy of their Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a certification that the veteran is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the submission of the certification. A disabled veteran may also submit a copy of their letter from the US Department of Veterans Affairs, unless the information is included in the DD Form 214/215 or a certification that the veteran is expected to be medically separated from active duty under honorable conditions not later than 120 days after the submission of the certification.

Lebanon Community School District is an equal opportunity employer.
The District reserves the right to transfer employee to another position and/or site.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$108,074.00 to \$121,709.00
<i>Salary Code</i>	Salary	<i>Job Category</i>	Administrative
<i>External Job Application</i>	Licensed	<i>Internal Job Application</i>	Internal
<i>Location</i>	Riverview School	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	Oregon Administrative License/In Process		

Job Application Timeframes

<i>Internal Start Date</i>	05/05/2025	<i>General Start Date</i>	05/05/2025
<i>Internal End Date</i>	05/23/2025	<i>General End Date</i>	05/23/2025

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
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Alternate Job Contact

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Administrator Reference Check
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