

**Position Title:** Elementary Principal  
**Reports To:** Director of Elementary Education  
**FLSA Status:** Exempt  
**Days per year:** 220

## **JOB SUMMARY**

The Elementary Principal is the instructional leader of their school, responsible for establishing an instructional vision and a focused plan for improving student achievement; monitoring and supervising instruction; supporting teachers in improving their instructional practice; creating a community of continuous learning for all staff and students; and fostering a culture of high expectations for all students. In addition, the Principal is charged with building strong partnerships with families and community, creating a safe, supportive school climate, and effectively managing operational, technical and staff issues to promote instructional progress.

The Principal is also a member of the Redmond School District's administrative team. The principal works collaboratively with the district office leadership team to advance the Redmond Educational Vision.

## **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. Effectively manage a school that may include preschool programs, before and after-school programs, enrichment and tutoring programs.
2. Collaboratively develops, implements, and communicates a shared vision and mission.
3. Nurtures and sustains a culture of collaboration, trust, learning and high expectations. Develops positive and productive relationships with all stakeholders and involves them in school decision making.
4. Plans, develops, and supervises the instructional programs of the school within the policies, guidelines, rules, and regulations of the School Board, Superintendent, State Board of Education, and state and federal regulations, including curriculum, teaching materials, and methods necessary to meet the Oregon requirements.
5. Directs the development, writing, evaluation of data, and monitoring of the school improvement plan in alignment with the Comprehensive District Improvement Plan and District Strategic Plan.
6. Coordinates building staff professional development activities in alignment with the School Improvement Plan goals, the Comprehensive District Improvement Plan goals and the District Strategic Plan.
7. Ensures the implementation of district and state assessment and accountability systems to monitor student progress.
8. Facilitates a schoolwide system of data analysis to identify equity and achievement gaps, define goals, and assess organizational effectiveness, in order to promote organizational learning and to drive improvement efforts (e.g. RTI, PLCs).
9. Maintains an inclusive school community, an emotionally healthy and physically safe environment conducive to the total educational development of the students. Promotes and maintains effective student discipline.
10. Supervises a support program for emotionally dysregulated students (BRYT).
11. Ensures a system of accountability for every student's academic and social success. Develops and implements multi-tiered systems of support for academic, social-emotional and behavioral well-being of all students.
12. Utilizes District's professional growth and evaluation systems to monitor and evaluate the impact of instruction. Engages teachers and support staff in reflective dialogue to develop and improve effective teaching methods.
13. Oversees the supervision of all student activities including after school programs (e.g., contracted services, child care), student government, academic programs and clubs, evening programs, music group performances, athletic events, etc.
14. Collaborate with the administrative leadership team district-wide and serve on committees as appropriate.

15. Works with other members of the Elementary Administrative team to advance educational practices for the benefits of students.
16. Partner with the Human Resources in recruiting highly qualified job applicants and make recommendations for hire.
17. Report issues to authorities as necessary, including mandatory child abuse reporting.
18. Participate in school, district, region, and state meetings as appropriate.
19. Effectively manage the building level budget.
20. Ensure building-level Special Education compliance and mandated practices, in coordination with District Student Services team
21. Maintain appropriate licensure and professional learning hours as required.
22. Demonstrate a commitment to one's personal growth and learning.
23. Attend work regularly.
24. Other duties may be assigned as needed.

### **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, and school board meetings.
2. Provide classroom-level instructional coverage as necessary.
3. Resolve grievances and other employee relations issues.
4. Discipline employees appropriately per district policy and negotiated agreements.

### **REQUIRED KNOWLEDGE AND ABILITIES**

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.

1. Knowledge and experience using an educator evaluation framework (e.g., Charlotte Danielson's Framework for Teaching).
2. Demonstrated ability to manage systemic change and successfully implement reform initiatives that produce significant gains in closing the achievement gap.
3. Demonstrated knowledge of high leverage, research-based instructional strategies and models for improving instructional practices.
4. Demonstrated proficiency in the use of data to assess student progress and inform instructional practice.
5. Effective interpersonal skills in managing and interacting with diverse groups of stakeholders.
6. Excellent time management and organizational skills.
7. Demonstrated ability to manage conflict through quality decision-making and effective problem solving.
8. Demonstrated proficiency with word processing, spreadsheet and presentation software. Must be able to use District IT systems to perform routine tasks, such as: performance management assessments, accessing financial reports and managing school staffing and budget information.
9. Demonstrate sound judgment and integrity, with awareness of socio-political context when making decisions.
10. Ability to lead, motivate and inspire diverse teams.

### **MINIMUM QUALIFICATIONS**

1. Master's Degree
2. Minimum of five years Classroom Teaching Experience, preferably at the elementary level

3. Valid administrative license issued by TSPC (or ability to obtain by start date)
4. Successful experience serving as a teacher leader
5. Submission of professional application materials

### **PREFERRED QUALIFICATIONS**

1. Two or more years of experience as a building administrator
2. Bilingual (English/Spanish)

### **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.

Perform work beyond a standard 40-hour work week when workload requires.

The employee is occasionally exposed to wet or humid outdoor weather conditions. The noise level in the work environment is usually low to moderate.

### **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 or 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.

Prepared By: Director of Human Resources

Prepared Date: January 2022

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_

