

**PLEASE READ THE WHOLE PAGE!!**

**Full-Time 220 Day Contract**

**VACANCY ANNOUNCEMENT**

**GASTON ELEMENTARY SCHOOL PRINCIPAL**

**2014-2015 School Year - Effective July 1, 2014**

**DESCRIPTION:** Gaston School District is seeking applicants for the position of Elementary School Principal. The elementary has approximately 250 students, grades K-6. The principal, under supervision of the superintendent, shall provide the general supervision over the Elementary School. Examples of the principal's duties include supervision of student discipline and student attendance policies and procedures, teacher evaluations and budget management. The individual must work cooperatively with other members of the faculty as the instructional leader to provide students with a well planned, organized academic and activity programs.

**REQUIRED SUBMISSION:**

- A letter of application
- A statement of educational philosophy
- A professional resume
- Three current letters of recommendation
- Photocopies of major transcripts—these would include transcripts from institutions where you completed significant numbers of credits after issuance of your bachelor degree. Transcripts showing only a few courses need not be included unless you prefer we look at them. Official transcripts will be required prior to employment for the individual selected for the position.
- A copy of your current valid Oregon administrative license

**QUALIFICATIONS:**

Successful elementary school level administrative and teaching experience

- Have strong interpersonal relationship skills
- Be able to express thoughts, concepts and ideas in writing
- Have knowledge of achievement compacts, staff evaluations and data teams
- Knowledge and experience in teacher effectiveness, effective school practices, discipline techniques and computer technology
- Be available for evening activities
- Proven ability to establish and modify school building schedules for both staff and students
- Experience with Response to Intervention (RTI), Positive Behavior Support, ESL, SIOP, Multi-endorsements preferred, but not required

**PERSONAL TRAITS:**

- Strong service orientation to students and parents
- Strong commitment to maximizing student achievement
- Effective communication skills

- Good sense of humor, good mediation skills, and team player
- Good public relations skills
- Creative and visionary
- Strong problem-solving skills
- Effective technological skills

#### **TERMS OF EMPLOYMENT:**

- 220 day contract (teacher contract 188 days) Salary range \$88,000 - \$91,000, depending on experience and qualifications
- Full family medical, dental, vision, and life insurance equal to licensed plans and cap
- Tuition and partial cell phone reimbursement available
- PERS 6% paid by the administrator
- Leaves – sick, professional, personal, emergency, in conjunction with licensed contract
- COSA dues provided

Use <https://applicant.edzapp.com/login.aspx> to submit application materials including answering required questions. Please refer to our website [www.gaston.k12.or.us](http://www.gaston.k12.or.us) for further building information.

Additional materials can be submitted to:

Opened – March 5, 2014

Elementary Principal

Position Closes April 1, 2014

Gaston School District #511Jt.

Interviews April 11, 2014

P.O. Box 68

503-985-0210 phone - 503-985-3366 – Fax

Gaston, OR 97119

e-mail: [wendyb@gaston.k12.or.us](mailto:wendyb@gaston.k12.or.us)