

Baker5J has a vacancy for your consideration. Please find the details below.

Elementary Principal (CC #473)

Apply Online

Category: **Administration - Licensed/Principal**

Date Posted: **6/4/2025**

Location: **Haines Elementary**

Date of Availability: **07/01/2025**

Date Closing: **Open Until Filled**

- [Principal Administrator Job Description REVISED 06232025.pdf](#)

*****Job Description is attached at the bottom right hand side of this page.**

POSITION INFORMATION

- Baker School District is currently seeking an Administrative candidate for an Elementary Principal position at Haines Elementary beginning the 2025-2026 school year.
- Position to begin as soon as possible.

POSITION SUMMARY

The Principal works under the direction of the District Superintendent or designee and 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 directly responsible for the efficient operation of the building and learning environment.

The Principal is also a member of the Baker School District's Administrative Team and works collaboratively with the District Office Leadership Team to advance the District's Educational Vision.

MINIMUM QUALIFICATIONS

- Hold or be eligible to hold an Oregon Administrator License by the first assigned workday.
- Knowledge and experience using Charlotte Danielson's Framework for Teaching Standards.
- Master's degree or greater in Educational Leadership.
- Prior successful experience working in as an administrator in a school setting required.

CONTRACT INFORMATION

- The Administrative salary scale for the 2025-2026 school year is \$107,788 - \$131,394 depending on years of experience.
- This position will begin July 1, 2025 for the 2025-2026 school year. Contract period is 220 days in length.
- Baker School District 5J offers a comprehensive and competitive benefits package. In addition, the District pays the six percent (6%) employee PERS contribution required by ORS 238.200 and ORS 238A.330.

POSITION EXPECTATIONS

- Establishes and maintains an effective learning climate in the school and supervises the school's educational program.
- Assists in the development, implementation, revisions and evaluation of the curriculum and programs within District established guidelines to meet student needs.
- Supervises all licensed, classified, administrative and personnel including custodial staff attached to the school and assumes responsibility for the safety and administration of the building.
- Establish guidelines for student conduct and maintenance of student discipline.
- Assists in the hiring, training, assigning and evaluating of the school staff and supervises the school's teaching process.
- Plans, organizes and/or directs implementation of all school activities.
- Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs and to interpret Board policies and administrative directions.
- Orients newly assigned staff members.
- Responsible for evaluating all assigned staff members regarding their individual and group performances.
- Directs the accuracy and completion of all required reports.
- Supervises the enforcement of the immunization laws and provides oversight to see that health records are kept current.
- Participate in District Team Leadership meetings and other meetings as appropriate.
- Prepare the school's budget requests and monitors expenditures of funds. Maintains and controls the various local funds generated by student, parent and/or community activities, as appropriate.
- Coordinate with HR Director to place student teachers and administrative interns.

- Work with various members of the District office and regional consultants on school problems such as transportation, students with special needs, homeschool, etc.
- Conducts staff meetings to keep members informed of policy changes, new programs, etc.
- Keep the Superintendent and Board informed of the school's activities, concerns and programs.
- Keep abreast of developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field.
- Responsible for monitoring student learning progress in the building.
- Works with the District Transportation Supervisor to coordinate field trips and meet student needs.
- Administrators work as a team under the direction of the superintendent or designee to coordinate all curriculum and instruction, K-12.
- Develop the master schedule, assign staff within the building consistent with job descriptions, and make student teacher/class placement decisions.
- Perform other duties as assigned.

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 of teaching and supervisory principles and techniques as well as District and building policies, procedures and practice.
2. Skill in organizing the building instructional process.
3. Ability to apply effective principles of supervision and teaching to direct and motivate students and staff of the building.
4. Effective interpersonal skills in managing and interacting with diverse groups of stakeholders.
5. Understand and meet the needs of culturally diverse community including needs of students in poverty.
6. Excellent time management and organizational skills.
7. Ability to handle intense or controversial situations.
8. Demonstrated ability to manage conflict through quality decision-making and effective problem solving.

9. Demonstrated proficiency with word processing, Google Docs, spreadsheet and presentation software. Must be able to use District IT systems to perform routine tasks, such as: Frontline, Infinite Visions, Oregon School Assessment Systems, and PowerSchool to access financial reports and manage school staff, student information, and budget information.

DISTRICT POLICY

It is the district's policy is to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215).
- **OR** Proof of receiving a non-service connected pension from the US Dept. of Veteran's Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.

Baker School District is an equal opportunity educator and employer and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin, marital status, age, veterans' status, familial status, genetic information, disability, culture and/or financial status.

Baker5J uses the [applicant tracking](#) system from Frontline Education to manage employment applications online.