



## Position Title: Principal, High School

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### JOB DESCRIPTION

Department: Administrative

Reports To: Superintendent

Date Reviewed: 2-2020

**SUMMARY:** Directs and administers all school operations and activities of a high school including instructional programs, support services, facility and ground operations, custodial/maintenance, student activities, and community relations activities **in alignment with District level strategic plans and initiatives**. Main function is to serve as the building Educational Leader guiding all licensed staff to improve teaching and learning through evidenced through improved student outcomes.

#### 1. Responsibilities:

- 1.01 Plans, develops, and supervises the instructional programs of the school within the policies, guidelines, rules, and regulations of the School Board, Superintendents, State Board of Education, and state and federal regulations, including curriculum and teaching materials and methods.
- 1.02 Maintains an emotionally healthy and physically safe environment conducive to the total educational development of the students. Maintains effective student discipline. Provides plans for emergency situations.
- 1.03 Makes staff assignments; selects, recommends hiring and termination, renewal or nonrenewal of contracts for licensed staff, and employment status for classified staff.
- 1.04 Maintains continuous two-way communications with parents and community groups to ensure a better understanding of school programs, activities, goals, objectives, and school and community needs and desires. Represents the school at a variety of community functions.
- 1.05 Directs and supervises in conjunction with the Executive Director of Operations all school support services such as custodial services and physical plant operations; and facility and ground repair, maintenance, and alterations.
- 1.06 Administers and provides supervision for all student activities including extracurricular activities such as student government, evening drama and music group performances, athletic performances, etc.
- 1.07 Prepares and recommends capital and operating budgets for the school, establishes and maintains fiscal records, and controls expenditures within approved budgets.
- 1.08 Establishes and maintains student personnel and staff evaluation records, and counsels and

advises students, staff, and parents on personnel related matters as appropriate.

1.09 Coordinates evaluation of all building staff and of building staff development activities. Assures professional development of staff.

1.10 Maintains effective communication with the District through planning and informational meetings.

1.11 Performs other related duties as assigned.

## 2. Major Planning Requirements:

2.01 Develops plans to ensure that instructional programs result in educational progress in all curriculum areas at all grade levels consistent with established guidelines, goals, and objectives in conjunction with District initiatives.

2.02 Develops plans to meet special needs of students and the community, and to utilize special resources available from within the District school system and the community.

## 3. Key Relationships:

3.01 Superintendent: Reports directly to this position. Superintendent evaluates all principals.

3.02 School administrative staff, licensed staff, and classified staff: Supervises these positions.

3.03 Director of Curriculum & Instruction: Works in collaboration with the director for assistance in selection of instructional materials and in selection, assessment, and evaluation of staff, instructional paradigms, leadership and guidance.

3.04 Director, Student Services: Works in collaboration with the director for services in the development of programs to meet the needs of all students.

3.05 Human Resources Coordinator: Works in collaboration with the coordinator for all personnel related services and individual personnel matters.

3.06 District Administrators: Works collaboratively with and keeps them informed on progress and implementation of the District's mission, vision, and values.

3.07 Parents and Community Groups and Organizations: Keeps them informed on the school goals, outcomes, objectives, programs, and activities. Calls on them for advice and counsel on community needs, and calls on them for volunteer services and special community resources.

3.08 Executive Director of Operations: Collaborates with the director and staff for maintenance, transportation and nutrition services.

3.09 Communications: Collaborates with the director on best practice internal and external communications. Works collaboratively with this department to strengthen relationships with families

and the community. Consciously promotes and serves as a spokesperson for Estacada High School.

3.10 Business Manager: Will collaborate with the District's financial team to ensure budget transparency and fiscally responsible spending that supports District programs and students.

**3.11 Must have successful experience in working with culturally and socioeconomically diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.**

4. Minimum Qualifications:

4.01 Master's degree

4.02 Three years of administrative experience

4.03 Valid, current Oregon Administrative License, or Reciprocal

5. Term of Employment: 235-day Probationary Administrative Contract

6. Salary Level: Pursuant to the Administrative Salary Schedule approved by the Board of Directors.

7. Working Conditions: The position generally works in a climate controlled school/office environment with minimal noise intensity levels. Frequent travel to district and non-district locations for meetings, and activities, that may occur in the evening or on weekends. High level of contact with district personnel, students, parents, and outside agencies/community.

8. Physical Requirements: Frequent reaching, handling, talking, walking, and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period as well as the ability to walk extensively throughout the day. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

**Position: Principal, Estacada High School**

I am willing to perform the duties of this job:

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

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