



## **MOLALLA RIVER SCHOOL DISTRICT**

### **Job Description**

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**Job Title:** High School Principal

**Reports To:** Superintendent

**Evaluated By:** Superintendent

**Supervises:** All professional, paraprofessional, administrative, and nonprofessional personnel assigned to the school.

#### **JOB GOAL**

Direct and supervise all curricular and extracurricular activities, staff performance, school community relations, fiscal management programs, and physical plant management within the school to meet the District's and school's stated goals, objectives and procedures for students.

#### **REQUIREMENTS & RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform the following requirements and responsibilities satisfactorily. However, any one employee may not perform all duties listed and examples may not cover all duties an employee is expected to perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential requirements and responsibilities of the position

- Provide strong and effective educational and administrative leadership for the building
- Within district policies and procedures, direct the staff development and evaluation of subordinates, develop and administer the school budget, and implement and interpret policies, procedures, and regulations for effective day-to-day and long-term operation.
- Participate with district level personnel in the selection of staff and monitor and evaluate staff.
- Assure effective community staff student relations by directing the school community relations program; promote communication and participation by identifying needs and planning, implementing, monitoring and evaluating the school-community relations activities in a manner which is visible to the public. Promote increased parental, business, and community involvement in school and district activities.
- Provide a positive learning climate in the school by establishing, enforcing, and maintaining appropriate student behavior standards and guidelines.
- Direct the development and implementation of applicable curriculum and program elements at the school level to assure curriculum articulation between elementary, middle and high school.
- Assure that district instructional and management programs are implemented by initiating, monitoring, and evaluating related activities.
- Assure the systematic improvement and evaluation of instructional and management programs that respond to student, school, community, and district needs. Participate on instructional and development teams and provide input as appropriate.
- Assure the systematic implementation of program planning, budgeting, evaluation, record keeping and internal controls for financial accounting by being informed and directing others in the system's procedures. Prepare the school's budget; monitor the expenditure of funds allocated to the school, and make decisions regarding the reallocation of cost center funds within the District guidelines.

- Ensure a safe and secure environment for staff and students by developing, implementing and monitoring effective safety and security programs and procedures for buildings and grounds.
- Assure that all state and federal laws, negotiated contracts, board policy and district administrative and school regulations are adhered to by students, staff, parents and community by communicating, interpreting, and implementing laws, policies and rules to all involved.
- Assign, supervise and schedule the work of assigned staff. Advise, assist and train subordinates as necessary; participate in the selection of new employees and make recommendations regarding the hiring, discipline, transfer and termination of subordinate employees; provide for the staff development, training and motivation of subordinates.
- Assure the utilization of plant and grounds facilities meet health and safety standards.
- Participate in professional conferences, additional training and reading.
- Perform other related duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

Supervision of counselors, teachers, librarian(s) secretarial/clerical staff, custodians and instructional assistants is a requirement of this position.

### **QUALIFICATIONS**

The essential qualifications of the position are listed below. They include the requisite skill, experience and education for the assignments in this classification. The qualifications listed below are representative of the knowledge/skill and ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the duties and responsibilities of this position.

- Valid Oregon Administrative License.
- Masters degree in Education and at least three years of experience as a classroom teacher; or any combination of education and experience that would provide the applicant with the desired skills, knowledge and ability to perform the job.
- Supervise and motivate subordinate staff
- Excellent oral and written communication skills
- Knowledge of effective staff development
- Demonstrated leadership and management abilities
- Effectively deal with students and parents in often difficult circumstances
- Understanding of current education theory, practice and current trends
- Skilled in group processes, including the ability to facilitate site councils
- Knowledge and experience in instructional strategies
- Perform the essential functions of the job

### **Language and Math Skills**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**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. (See addendum)

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (See addendum)

**EVALUATION**

Performance of this job will be evaluated in accordance with the Administrative contract and Board Policy.

*I have read and understand the responsibilities and qualifications of this job description.*

***This job description is not intended to be and should not be construed as an all inclusive list of responsibility, skill, or working conditions associated with the position. While it is intended to accurately reflect the positions activities and requirements, the administrations reserve the right to modify, and or remove duties and assign duties as necessary that still reflect the essential functions of the department***

**I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.**

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Signature

Date

Board Adopted: October 12, 2000  
Revised: November 8, 2001  
Revised: September 21, 2017