



18135 SE Brooklyn Street
Portland, OR 97236-1099
Telephone 503-760-7990
FAX 503-762-3689

**Centennial School District
Invites applications for the position of:**

Principal – Centennial Middle School

District Mission: *Collaborating in Community – Cultivating Equity – Inspiring Excellence*

District Vision: *Centennial School District builds authentic relationships with our diverse community that equitably engages and honors all voices. We intentionally implement rigorous, culturally relevant, and evidence-based practices to cultivate academic excellence for each student.*

Salary: \$138,722
Contract Days: 230 Annually
Start Date: Wednesday, July 5, 2023
Opening Date: Friday, January 13, 2023
For Strongest Consideration, Apply By: Monday, January 30, 2023, at 8:00am

The School:

Centennial Middle School is a large middle school of approximately 850 students and an outstanding staff to serve the needs of the diverse student body in the Centennial School District attendance area (East Metro area of Portland – located in Multnomah Co., bordering Gresham and Portland). The District (and school) has an established Professional Learning Community culture, provides collaboration time, and promotes distributive leadership.

Centennial Middle School is seeking an instructional leader who can foster trusting, professional relationships with students, staff, families, community partners, and the school community.

Position Summary:

The Principal is the instructional leader of the school who works with staff to create an effective learning climate within the school, centered around proven, research-based practices. The Principal supports professional development programs in conjunction with the District's Director of Curriculum & Student Learning and in alignment with the District Strategic Plan and Common Core State Standards.

Minimum Qualifications:

Education: Masters Degree in Educational Administration or the equivalent. Oregon Administrator License required.

Experience: Experience in developing, implementing, articulating and evaluating curriculum and instructional strategies consistent with best practices. Bilingual preferred.

See the complete job description (attached) for full experience, skills, knowledge and abilities required for this position.

Applying:

For strongest consideration, please submit application materials to the Human Resources Department by Monday, January 30, 2023, at 8:00am. Applicants are required to apply online through [TalentEd Recruit & Hire](#). A complete application will consist of the following:

- 1) Letter of Interest;
- 2) Current Resume;
- 3) Three (3) Current Letters of Recommendation;
- 4) Unofficial Transcript(s) of undergrad/grad coursework. If employed, the candidate will be required to submit official transcripts in sealed envelopes from the institution(s);
- 5) Copy of Oregon Administrative License (or verification of process to obtain a TSPC Oregon license).

For information about the position, contact:

Dr. Tasha Katsuda

Assistant Superintendent/Director of Human Resources

Email: tasha_katsuda@csd28j.org

For questions about applying, contact:

Shannon Burley,

Human Resources Secretary

Email: shannon_burley@csd28j.org

JOB DESCRIPTION - Administration

JOB TITLE: Principal - Middle School

Job Purpose Statement/s: The position of Middle School Principal is to serve as the educational leader and chief executive officer of the school and, as such, to be responsible for the direction of the school's educational program in alignment with the District's Strategic Plan, operation and management of the school facility, participation in staff and student activities, and establishment of effective community relations.

Essential Job Functions:

- Facilitate the school improvement process with the effective use of formative and summative data to increase implementation fidelity of research-based practices.
- Develop, enhance, and sustain culturally proficient instruction to ensure students are engaged in purposeful learning in an inclusive, safe, and respectful manner.
- Establish and maintain an effective learning climate in the school.
- Provide leadership in the development of the instructional program, based upon current research on effective secondary schools.
- Administer the school and its instructional program in all facets.
- Supervise all support services, including custodial and maintenance, security, dining services, and recreational programs.
- Supervise all specialized programs (Special Education, Counseling, ELL, etc.) to enhance individual educational growth and development.
- Supervise the guidance program to enhance individual student educational growth and development.
- Supervise the school staff and be responsible for the recruitment, screening, hiring, training, assigning, and evaluation of the staff, both licensed and classified.
- Supervise, administer, and allocate the building's financial budget and make decisions for its use.
- Establish guidelines and expectations for safe and respectful student conduct and maintain student discipline.
- Utilize all resources of the school and the community in developing the most effective educational system.
- Develop and support a community relations program with parents and local community groups as a means of interpreting and furthering school programs and encourage parent and community participation in the school's program(s).
- Interpret and implement board policies, administrative regulations, and negotiated agreements.
- Develop and provide in-services programs for the staff's professional development and growth.
- Initiate, design, and implement programs to meet specific needs of the school and its students through the promotion of differentiated instruction within the core and tiered instruction, meeting the intensity of student need.
- Develop school plans and organizational procedures for the health, safety, discipline, and conduct of students as established by district policies and procedures.
- Ensure that all school activities are adequately planned and supervised.
- Prepare and supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.

Other Job Functions:

- Participate in weekly administrative meetings and serve actively to effectively communicate, collaborate, and plan with administrators, staff, and the community with the goal of aligning the building's school improvement plan to district priorities.
- Confer with district office representatives to determine building needs.
- Cooperate with other principals and district administrators in determining the allocation of district funds for instructional purposes.
- Plan new employee orientation activities at the building level.
- Attend regularly scheduled School Board meetings.
- Perform other duties, as assigned.

Job Requirements - Qualifications:

- **Experience Required:** Five years experience as a building teacher and or administrator at this specific grade level.
- **Skills, Knowledge and/or Abilities Required:**

Skills to facilitate goal setting for instructional improvement. Skill in the development and implementation of programs to assist employees in successfully reaching personal and professional goals. Strong communication, motivation, and problem-solving skills.

Knowledge of recent research in professional journals and other publications, and skilled in discussing problems of mutual interest with others in the field of school improvement and in performance-based educational programs.

Abilities to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain accurate records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedules and deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

Licenses and/or Testing Required: Appropriate administrative license, valid driver's license and evidence of insurability, and Criminal Justice fingerprint clearance.

Terms of Employment: 230 days per year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.