



18135 SE Brooklyn Street
Portland, OR 97236-1099
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**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:	\$150,421 - \$153,121 (based on 2024-25 Salary Schedule)
Contract Days:	230 Annually
Start Date:	Tuesday, July 1, 2025
Posting Date:	Tuesday, May 27, 2025
For Strongest Consideration, Apply By:	Monday, June 16, 2025

The School:

Centennial Middle School serves approximately 850 students in grades 6–8 and is located in the East Metro area of Portland, within Multnomah County and adjacent to the cities of Gresham and Portland. As part of the Centennial School District, the school is committed to fostering an inclusive and academically rigorous environment that reflects the diversity of its student population. With a professional staff of approximately 60 members, Centennial Middle School upholds a well-established Professional Learning Community (PLC) framework, supports regular collaboration among educators, and promotes a model of distributive leadership to enhance instructional practice and student outcomes.

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 of Centennial Middle School serves as the visionary instructional leader, responsible for cultivating a dynamic, inclusive, and achievement-oriented learning environment. In collaboration with a staff, the Principal fosters a school culture grounded in evidence-based instructional practices and continuous improvement. This role includes leading the implementation of high-quality professional development in partnership with the Curriculum and Student Learning Department, ensuring alignment with the District's Strategic Plan, state academic standards, and the diverse needs of the student community. The Principal is instrumental in advancing the academic success and well-being of all students through innovative leadership, strategic planning, and a steadfast commitment to educational excellence.

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, June 16, 2025**. Applicants are required to apply online through [PowerSchool SchoolSpring](#). 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 or application, contact:

Dr. Tasha Katsuda

Assistant Superintendent

Email: tasha_katsuda@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 (5) 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.