

# GLADSTONE SD 115

## Interim Elementary Principal (6102-B)

### JOB POSTING

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#### **Job Details**

*Posting ID*

**6102-B**

*Title*

**Interim Elementary Principal**

*Description*

**Supervisor:** Superintendent  
**Classification:** Administrator  
**Work Year:** Temporary Contract

Gladstone School District has an opening for a Interim Principal at John Wetten Elementary beginning in the 2022-23 school year. Additional information may be found on our website: <http://gladstone.k12.or.us/elementary/>

Application Deadline: July 6, 2022

Start Date: July 2022

Apply through our website at: <https://gladstone.tedk12.com/hire/index.aspx>

Salary is based on experience as per the Administrator Salary Schedule, plus a comprehensive benefit package.

#### **Job Goal:**

School administrator who is actively involved and responsible for management of John Wetten Elementary School, including curriculum, instruction, staff, budget physical facilities, public relations and the safety and welfare of the students. Provides leadership and assists teachers in leading students toward the fulfillment of their potential for intellectual, physical, emotional and psychological growth and maturation.

#### **Minimum Qualifications:**

1. Valid Oregon administrative license with appropriate endorsements
2. Master's degree with emphasis in early childhood/elementary education.
3. Five (5) years successful teaching experience.
4. Three (3) years successful administrative experience, principal experience preferred.
5. Possess the emotional and physical stamina to perform duties as required by the designated task except for temporary disability.
6. Sound oral and written communication skills.
7. Effective and reasonable practices with regard to student discipline.
8. Successful experience in developing and administering a budget in a responsible manner.
9. Successful experience in staff development and evaluation.
10. Maintain the highest standards of ethics, honesty, integrity and personal conduct.
11. Maintain a positive relationship with students, staff, and parents.
12. Experience incorporating the perspectives of multiple communities, including [communities of color], in the consideration of impacts and outcomes of a decision-making process.

Per the Governor's Executive Order, proof of the COVID-19 vaccine is required for all school employees as of October 19, 2021. The only exceptions to this rule are for Religious or Medical reasons. To request an exception please contact Tammy Tracy in HR at [tracyt@gladstone.k12.or.us](mailto:tracyt@gladstone.k12.or.us).

#### **Essential Functions:**

1. Regular attendance and punctuality.
2. Prepare and administer an annual school budget.
3. Submit recommendations for selection of staff and evaluate all employees assigned to the school.

4. Promote positive student behavior and discipline in accordance with District policies, resulting in effective instruction in school.
5. Prepare and implement school regulations and procedures consistent with District policy that are necessary for the operation of the school.
6. Be knowledgeable and informed regarding curriculum and instruction methodology and consult and advise teachers to improve the educational program offered in the school.
7. Maintain effective human relationships among students, school staff and parents; such that it supports instruction provided in the school and policies of the District.
8. Provide instructional planning and development skills that will assist teachers and improve instruction.
9. Understands and promotes sound principles of instruction.
10. Communicates district and school goals effectively to parents and community.
11. Possess an understanding and practical application of the use of data to inform instruction and drive school improvement.
12. Is responsible for the Associated Student Body funds in the school.
13. Utilize the various public relation avenues to inform the patrons of his/her school on various aspects of the school.
14. Become familiar and knowledgeable of state laws and District policies concerning his/her school operation.
15. Supervise the implementation of curriculum in the building, evaluate its effectiveness through appropriate test measures, and implement the necessary changes which would result in improvement of the curriculum.
16. Demonstrate an understanding and provide leadership in responding to educational reform.
17. Carry out any other duties assigned, which are job related, upon administrative request.
18. Other duties as assigned

**ADDITIONAL RESPONSIBILITIES:**

1. Understand elementary age youth.
2. To recommend, assign, supervise and evaluate staff.
3. To handle and respond to conflict in an objective manner.
4. Successful experience in classroom teaching and/or administration.
5. Demonstrate a participatory leadership style.
6. Maintain high ethical standards in matters involving confidentiality.

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>Administrative</b>
<i>External Job Application</i>	<b>Administrator Application - Final</b>	<i>Internal Job Application</i>	<b>Administrator Application - Final</b>
<i>Location</i>	<b>John Wetten Elementary School</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>06/21/2022</b>	<i>General Start Date</i>	<b>06/21/2022</b>
<i>Internal End Date</i>	<b>07/06/2022</b>	<i>General End Date</i>	<b>07/06/2022</b>

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<b>Tammy Tracy</b>	<i>Title</i>	<b>HR Director</b>
<i>Location</i>	<b>Gladstone School District Office</b>	<i>Phone</i>	<b>503.655.2777</b>
<i>Email</i>	<b>tracyt@gladstone.k12.or.us</b>		

**References**

*Automatically Send Reference Check* **No**

*Reference Check Form*