

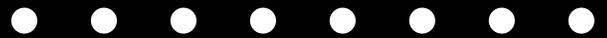


# ENTERPRISE SCHOOL DISTRICT

ENTERPRISE, OREGON

## OPEN POSITION :

- **K-6 ELEMENTARY PRINCIPAL**



**Come Be an OUTLAW and Work for Enterprise School District!**

FTE: 1.0 - (Monday-Thursday School Week with occasional Friday)

Supervisory Relationship: Reports to the Superintendent

### **WORK YEAR AND BENEFITS:**

This position is a 210 day contract and includes full benefits.

**STARTING SALARY: \$110,000 - \$125,000 ~ dependent upon experience.**

**SUBMIT APPLICATION MATERIALS TO:**

Beccy Nordtvedt @ [rnordtvedt@enterprise.k12.or.us](mailto:rnordtvedt@enterprise.k12.or.us)



## **Minimum Application Materials:**

- **Cover Letter**
- **Resume**
- **3-5 Letters of Recommendation**
- **Copy of Administrative License**
- **List of References (5 minimum)**
- **Essay - 500 Words or Less on your Educational Leadership Philosophy**

## **POSITION SUMMARY:**

Enterprise School District is seeking an Elementary Principal to lead our students and staff as we develop a community-connected learning program. We are seeking a relational leader to enhance instructional models, embrace school spirit and culture, and establish systems of support to ensure every student meets their full academic and personal potential.

## **MINIMUM QUALIFICATIONS:**

Must hold, or be eligible for, an Oregon Administrative License with appropriate level endorsement. Successful administrative experience preferred.

## **ESSENTIAL FUNCTIONS:**

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-0045).

The following are examples of principal duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

Maintains positive relations and works cooperatively with staff, students, families, school volunteers, district partners, and the community.

Uses leadership, supervisory, and administrative skills to encourage and empower students to reach their educational and personal potential.

Knowledge of, and successful experience with, instructional improvement/evaluation, professional learning, technology, and organizational change.

Supervises the ongoing improvement of the school curriculum.

Interprets the school's program to the community and enlists the participation of the community in school life.

Is responsible for the attendance, conduct, health and safety of students.

Follows district and school policies, procedures, rules, regulations, and guidelines, and the provisions of the contract and exercised professional judgment when acting in the absence of a covering guideline or policy.

Proven ability to lead staff in successfully implementing a collaboratively developed five-year strategic plan, ensuring alignment with district goals and sustained engagement of school staff and the broader community.

**WORKPLACE EXPECTATIONS:** The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee maintains the integrity of confidential information relating to a student, family, colleague or district patron.

The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

The employee demonstrates appropriate judgment and professional behavior at all times.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators and District Standards for Performance.

**EVALUATION:** Job performance will be evaluated by the Superintendent.