

# Woodburn Schools

## Principal - Nellie Muir Elementary (6786)

### JOB POSTING

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#### **Job Details**

Posting ID **6786**

Title **Principal - Nellie Muir Elementary**

Description **Woodburn School District welcomes educational leaders to apply for the position of:**

### **Principal of Nellie Muir Elementary School**

Leading an elementary school is not for the faint of heart. It takes courage, vision, and a deep commitment to making a positive impact on the lives of young people. But what if we told you there's an opportunity to take on this challenge in a school that has an extensive Dual Language Program and is located in the heart of a largely-Latinx school population?

This is not just any job. This is a chance to be a leader in a community that is hungry for change. You'll have the opportunity to shape the direction of the school and ensure that every student has access to the tools they need to succeed. Along with an expansive Dual Language Program, you'll be empowering students to think globally and expand their horizons.

This leadership position is not only about managing resources and implementing policies. It's about building relationships, creating a culture of trust and respect, and encouraging others to reach their full potential. If you're ready to embrace this challenge and become the kind of leader who can change lives, then this opportunity is for you!

#### **Minimum Qualifications:**

- Bilingual English/Spanish Required.
- Understanding of bilingual education requirements and programs.
- Master's Degree in Education or related field.
- Background and Criminal History Clearance.
- Valid Oregon Administrative License with Administrator Endorsement.
- Three years of successful teaching and/or administrative experience.
- Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English and Spanish
- Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
- Excellent organizational skills for effectively managing multiple tasks.
- Ability to understand and follow oral and written instructions.
- Understanding of curriculum, instruction, assessment and staff development requirements under state and federal education laws and regulations.
- Understanding of strategic and school improvement planning
- Understanding of effective staff supervision and evaluation procedures.
- Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

#### **Qualities and expectations of a candidate will include:**

Student-Centered	Results-Driven
Excellent Communicator	Fosters Team Building
Appreciates Cultural Diversity	Family engagement
Innovative instructional Leader	Values Professional Growth
Community Partnerships	Relationship builder

#### **About Nellie Muir Elementary School**

Nellie Muir Elementary is a K-5 school with a strong Dual Language Program where students have the opportunity to learn in Spanish and English. Throughout the year, the school community celebrates together in Winter Fest, Family Fun Night, Kindergarten Celebration and Fifth Grade Promotion, as well as other district-wide celebrations. Students have the opportunity to go on field trips and visit places such

as local theaters, Oregon Zoo, and OMSI. They also have the opportunity to visit colleges like Oregon State University. Nellie Muir has an After School Club and Extended-Day program.

#### About Woodburn School District

Woodburn is a community rich in history, tradition and diversity. With a mix of world cultures, Woodburn celebrates its diversity as one of Oregon's fastest growing and innovative communities. Woodburn schools have long been known for their forward-looking dual language programs in Spanish and Russian, and have a proud history of serving students from many cultural backgrounds. Woodburn has one high school, an alternative education high school, two middle schools, and four elementary schools.

Its location in the northern Willamette Valley along Interstate 5 offers quick and easy access to both the Portland and Salem metropolitan areas. Long known as a center of agriculture, Woodburn is also the window to the Willamette Valley, providing visitors a gateway to some of the area's most beautiful attractions, including the Oregon Garden, Champoege and Silver Falls state parks. Less than two hours from the Oregon Coast or the Cascade Mountains and midway between Oregon's capital, Salem and its largest metropolitan city, Portland. Woodburn is an ideal location in which to live, work and play.

#### Terms of Employment:

Contract Length: 12 month position; includes 13 holidays

Salary Range: \$134,115 - \$148,695

Benefits: District pays employee PERS 6% contribution Excellent insurance package and tuition reimbursement

#### How to Apply:

Go to the Woodburn School District website at [www.woodburnsd.org](http://www.woodburnsd.org)

Be sure to complete all sections of the application and attach all required documents.

#### District Contacts:

Nikki Tucker

Director of Human Resources

[nikki.tucker@woodburnsd.org](mailto:nikki.tucker@woodburnsd.org)

971-772-9550

Rocio Avila

Human Resources Specialist

[ravila@woodburnsd.org](mailto:ravila@woodburnsd.org)

503-981-2729

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#### **JOB DESCRIPTION**

##### POSITION SUMMARY:

The primary purpose of this position is to organize, administer, and supervise all aspects of the school program and operation in order to maximize the educational opportunity and academic achievement of all students. The principal is expected to act as the instructional and climate leader of the school, and assume primary responsibility for the appropriate level of student growth and academic achievement through the development and implementation of continuous school improvement activities.

##### ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Monitors implementation of adopted curriculum and instructional materials.
4. Oversees or delegates coordination of extra-curricular activities and programs.
5. Orients, directs, and supervises school personnel.
6. Assigns school personnel in compliance with job requirements, licensure, and Highly Qualified status.
7. Implements district staff evaluation program and evaluates assigned school personnel.
8. Screens, interviews, and recommends hiring of school personnel.
9. Coordinates and cooperates with district administrators to monitor and maintain compliance with state and federal law for educational programs and school operations.
10. Coordinates and cooperates with district administrators to provide training and staff development activities in needed areas.
11. Monitors student achievement results and leads the development of the Schoolwide Improvement Plan to address areas needing improvement or correction.
12. Provides leadership to Site Council and other faculty and parent advisory committees.
13. Implements programs to encourage parental involvement as well as inform parents and community members concerning school activities and issues.

14. Prepares reports and keeps the Superintendent and Board informed with regard to school issues and programs.
15. Develops a proposed school budget and monitors budget expenditures and finances, including Student Body accounts.
16. Implements an effective student discipline and attendance program and provides for a safe and orderly environment for all staff, students, and visitors.
17. Lifts, moves, or restrains students in accordance with Individual Education Program or Behavior Plan.
18. Coordinates with and seeks involvement of outside agencies, including law enforcement, as needed and beneficial to the school and students.
19. Supervises or directs supervision of students and the campus at all times during school hours and school events and activities.
20. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment for all school employees.
21. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plans.
22. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
23. Assists parents and community members as needed.
24. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
25. Complies with professional development activities as required by the District.
26. Actively seeks out and participates in professional development activities designed to improve professional competence.
27. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
28. Holds expectations for high performance of self and supervised staff.
29. Assesses results of performance for improvement on a regular basis.
30. Demonstrates computer literacy and operates software programs as related to job responsibilities.
31. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
32. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
33. Maintains the confidentiality of sensitive and confidential district information related to financial, collective bargaining, personnel, and legal matters.
34. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
35. Adheres to the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
36. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

**OTHER REQUIREMENTS:**

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Evenings and/or extended work hours or days are often required.
5. Possible exposure to bodily fluids due to student or employee illness or injury.
6. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
7. Occasionally performs other duties as required by supervisor.

<i>Shift Type</i>	<b>Full Time</b>	<i>Salary Range</i>	<b>\$134,115.00 to \$148,695.00</b>
<i>Salary Code</i>	<b>Annual</b>	<i>Job Category</i>	<b>Administrator</b>

External Job Application	Administrative	Internal Job Application	Administrative
Location	District Office Superintendent's Office	Posting Status	Active
Minimum Qualifications Screening			

**Job Application Timeframes**

Internal Start Date	06/12/2025	General Start Date	06/12/2025
Internal End Date		General End Date	

**Job Pools**

Pool Name	Quantity	Requisition ID	Requisition Title
Default	1		

**Alternate Job Contact**

Name	Title
Location	Phone
Email	

**References**

Automatically Send Reference Check	No	Reference Check Form
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