



# Parkrose Public Schools

## **Principal - Elementary School**

Prescott Elementary School

### **2024-2025 School Year**

**Salary Range:** \$122,984 - \$142,467

**Hours:** 40 hours per week

**Days:** 230 days per year

**Deadline:** Open Until Filled -Applications received by June 10, 2024, will be given first consideration.

**Overview:** The primary purpose of the position of Elementary School Principal is to serve as the instructional and climate leader of the K-5 school and, as such, be responsible for the organization and supervision of the school's educational program, operation of the school facility, participation in staff and student activities, and establishment of effective community relations.

### **Job Requirements:**

- Experience Required - Five years of experience as a building teacher and or administrator. Preference will be given to administrators with elementary experience.
- Bilingual - candidates' bilingual in Spanish will be given preference.
- Supports and Facilitates – Collaborative Teams in Professional Learning Communities (PLC) and is familiar with Positive Behavior Intervention Supports (PBIS).
- Multicultural Competency

### **Educations/Licenses Required:**

Masters Degree and appropriate administrative license; valid driver's license, evidence of insurability; and Criminal Justice fingerprint clearance.

### **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. Demonstrated effective, interpersonal relationship skills in working with students, parents, teachers, support staff and administrators, as well as business and community groups. Excellent written and verbal communication skills including effective facilitation of meetings. Exhibit a high level of personal and professional integrity and ethics.
- *Knowledge* of current research and best practices being used in elementary schools, and skill in discussing problems of mutual interest with others in the field of school improvement and in performance-based educational programs.
- *Technology* skills to be efficient working in MS Word, Excel, PowerPoint and Google e-mail and documents.
- *Abilities* to serve as a leader-coach to building level teachers and leaders, to develop collaborative consensus building in groups, to maximize resources to achieve results and build 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. Regular attendance must be maintained. Significant physical abilities include standing and walking for long periods of time, lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

Parkrose School District affirms the diversity of our local communities including race, religion, national or ethnic origin, sexual orientation, and gender identity/expression. We welcome candidates who reflect our growing diversity and our values of creating an inclusive learning environment. We are particularly interested in applications from traditionally underrepresented groups in education. Parkrose is an equal opportunity employer.

**Reports to:** Superintendent

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel under the direct supervision of the Superintendent.

For a complete job description and more information, please see the Parkrose Jobs page <https://parkrose.k12.or.us/jobs>