



Gresham-Barlow School District
1331 NW Eastman Parkway
Gresham, OR 97030-3825
Human Resources Department

Posting Date: March 8, 2021

Administrator – Elementary Principal

Start date: July 1, 2021

Location: TBD

Compensation:

Salary Range: 2020-2021 Salary Schedule \$108,818 - \$120,144, plus benefits package

Contract: 230 days, Probationary 1.0 FTE

Qualifications: Master's Degree, State of Oregon Administrative License, and current First Aid Card

In-district and Out-of-District Applicant Deadline: Open until filled. Apply through gbsdjobs.com

Job Summary:

A principal provides leadership in all aspects of a school environment. This includes implementing a school improvement model which focuses on high achievement for all students; building a positive school climate that supports the whole student; leveraging research and data to drive initiatives and instruction; and building a high-performing staff and leadership team to achieve the school's vision and goals. A principal develops the right balance of strategic and tactical plans to achieve immediate success while maintaining long-term vision.

Essential Job Functions:

Results Orientation

- Promotes a widely shared institutional belief that every child deserves and can have expert instruction and that all team members must be advocates for students.
- Sets high performance goals for themselves and others.
- Creates a sense of urgency and takes immediate action to ensure early successes.
- Establishes and monitors high standards for excellence with students, teachers, staff and other stakeholders.
- Aligns school resources and prioritizes activities to achieve maximum results based on vision and goals.

Action Orientation

- Effectively plans and takes action to achieve goals and objectives without direction.
- Consistently identifies potential issues and obstacles and proactively takes action to create and implement solutions.
- Formulates and executes on action plans despite ambiguity, obstacles or resistance.

Impact and Influence

- Establishes a culture of learning and achievement.
- Acts to influence others' thinking and behavior to achieve results.
- Communicates a clear vision of success and benefits to engage others.
- Identifies and engages stakeholders (e.g. parents, community) to drive consensus, build trust and facilitate change.
- Anticipates and responds to stakeholder concerns and identify and engage key influencers and community resources necessary for success.

Develop and Lead High Performing Teams

- Effectively builds and organizes adult teams.
- Develops effective team processes to achieve desired results.
- Effectively delegates to others and engages teams in decision-making.
- Encourages learning and consistently provides instruction, expectations, feedback to encourage leadership and build capacity.
- Consistently inspires excellence and promotes high morale.
- Recognizes cause and effect between instructional activities and results.

Confidence to Lead

- Demonstrates strong commitment to others and presents ideas with confidence.
- Takes on challenging situations and believes in ability to effect change.
- Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action.

Essential Qualifications:

Experience Required:

- A minimum of three years experience as an effective school leader.

Education Required:

- Master's Degree.

Skills, Knowledge and/or Abilities Required:

- *Skills* to motivate students and staff, communicate with individuals from varied educational and cultural backgrounds, work collaboratively with various groups within the school and in the community.
- *Knowledge* of age appropriate pedagogy for development of curriculum and assessment that support student learning, state curriculum framework, education law, federal and state mandates and regulations (Title IA, IDEA, 504, ELL, etc), appropriate instructional subjects, labor relations law and contracts, facility requirements, budget preparation and

control, district policies and administrative regulations, staff recruitment, staff development, staff supervision and staff evaluation.

- *Abilities* to perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedules and deadlines. Significant physical abilities include standing and walking for prolonged periods, lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.
- Use of technology in instruction, management and communication.
- Have prompt and regular attendance.

Preferred Qualifications:

- Fluently speaks, reads and writes Spanish
- Elementary school teaching and administrative experience preferred

Licenses, Bonding and/or Testing Required:

- Oregon Administrative License
- Criminal Justice fingerprint clearance
- Cardiopulmonary Resuscitation and First Aid Certificates

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment.

Applicants with culturally diverse backgrounds are strongly encouraged to apply.

***Applications must be submitted to Frontline Recruiting and Hiring by the closing date in order to be considered for the position.**

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any educational programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.

AN EQUAL OPPORTUNITY EMPLOYER