



# NOTICE OF OPEN POSITION

## ELEMENTARY SCHOOL PRINCIPAL

### JOAN AUSTIN ELEMENTARY SCHOOL

**POSTING DATE:** July 21, 2022

**CLOSING DATE:** Open Until Filled

- Description:** Overall responsibility for the successful operation of the school including improvement of instruction, administrative procedures and support services of the school. Provides instructional leadership and vision.
- Requirements:** Current Oregon administrative license or eligibility for license. Master's Degree in education or related field. Five years elementary teaching and/or administrative experience in public schools. Previous successful administrative experience preferred. Communicates clearly orally and in writing. Problem-solving skills. A participatory leadership style. A proven record of improved student achievement. Exhibits integrity, honesty and fairness. Models transparency and integrity. Successful supervision of students and management of student discipline. Promotes a positive school climate. Highly skilled in the teaching of reading, writing and mathematics. Promotes high standards and improved academic achievement for all students. Skilled in staff evaluation and the improvement of staff and student performance. A democratic style that embraces teachers as leaders and values staff, student and parent voices in the daily operation of the school. Compliance with OHA immunization mandate upon hire.
- Qualifications Desired:** Preference given to candidates with prior successful administrative experience in supervision/evaluation of employees, budgeting, communication, curriculum, and student achievement.
- Classification/Location:** Administrative, Regular, Full-Time Position
- Calendar/Benefits:** 8 hours per day; 223 days per year starting as soon as possible after hire.
- Salary range according to the 2021-22 Administrator Salary Schedule--\$108,648 - \$123,744 (2022-23 salary schedule to be determined). Newberg School District pays 6% PERS contribution, provides a generous insurance cap, long-term disability and life insurance. Optional Life, AD&D insurance, Short Term Disability, Tax Shelter Annuities, Section 125 health and dependent care accounts, Tuition Reimbursement, Professional Development and Employee Assistance Program through Uprise Health also available to all staff.
- How to Apply:** Interested applicants must apply online at: <https://newberg.schoolrecruiter.net/index.aspx> and upload a cover letter, résumé, teaching license, transcripts, and three letters of reference written within the last three years (convert multi-pages into one PDF for ease of uploading). **For customer support please contact 1.877.974.7437 or you can reach live chat at this link.**

**Newberg School District is an Equal Opportunity Employer and Actively Seeks Minority Applicants**  
**The District complies with Equal Opportunity/Affirmative Action/Title IX Requirements**  
**Applicants who best meet the requirements of the position will be invited for an interview.**