

Job Title: Principal
Work Days: 230
Effective Date: February 1, 2020

Work Site: School
Reports To: Principal
FLSA Status: Exempt

EMPLOYEE VALUE PROPOSITION

Jefferson County School District is committed to seeing every student realize their full potential while receiving a top-tier education. Our small Central Oregon community is rich in culture and beauty, providing some of the greatest assets Oregon has to offer. You'll find breathtaking views, an abundance of outdoor activities and plenty of unique and enriching community events. It's the perfect place to make an impact on the world, one student at a time.

JOB SUMMARY

The Principal is the instructional leader of their school, responsible for establishing an instructional vision and a focused plan for improving student achievement; monitoring and supervising instruction; supporting teachers in improving their instructional practice; creating a community of continuous learning for all staff and students; and fostering a culture of high expectations for all students. In addition, the principal is charged with building strong partnerships with families and community, creating a safe, supportive school climate, and effectively managing operational, technical and staff issues to promote instructional progress.

The Principal is also a member of the Madras School District's administrative team. The Principal works collaboratively with the district office leadership team to advance the school district's educational vision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Effectively manage a school that may include pre-school programs, before and after-school programs, medical clinics, enrichment and tutoring programs.
- Understand and communicate Oregon's and Common Core academic learning standards and implement standards based curriculum.
- Assist teachers in developing and maintaining appropriate and effective teaching methods.
- Analyze and understand data and effectively use it to drive improvement efforts.
- Collaborate with the administrative leadership team district-wide, initiate a strong sense of team and serve on committees as appropriate.
- Partner with the Human Resources Director in recruiting highly qualified job applicants and make recommendations for hire.
- Develop and foster community connections that will enhance the educational experience of all students.
- Plan and implement appropriate professional development as it relates to the district's continuous improvement plan (CIP).
- Effectively manage conflict within the school building.
- Schedule and organize student activities and state testing.
- Evaluate classified and licensed employees according to best practices and district policy.
- Report issues to authorities as necessary, child abuse, suspicious activity etc.
- Clearly communicate the district's vision and mission to your school community and maintain a positive school climate while maintaining staff accountability.

- Participate in school, district, region, and state meetings as appropriate.
- Understand Oregon and federal education laws and be able to effectively communicate related accountability systems.
- Effectively manage building level budget.
- Facilitate and lead the implementation of the school improvement plan.
- Facilitate the development of professional development plans (using Late Start Monday, job-embedded professional development time) to address school improvement goals.
- Support district and school level intervention systems (RTI) to address the needs of all learners.
- Identify students that have special needs and understand student referral systems. (Student Support Teams, PEP's)
- Advocate for children and actively embrace community involvement.
- Appreciate and respect diversity and difference in both teaching and learning.
- Inspire innovation among the school community.
- Maintain appropriate certifications and training hours as required.
- Demonstrate a commitment to your personal growth and learning.
- Effectively balance between great flexibility and great organization.
- Comply with applicable district, state, local and federal laws, rules and regulations.
- Attend work regularly.
- Other duties may be assigned as needed.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends educational support meetings, including individualized education plan (IEP) meetings, and school board meetings.
- Substitute teaches as necessary.
- Resolves grievances and other employee relations issues.
- Disciplines employees appropriately per district policy and negotiated agreements

MINIMUM QUALIFICATIONS

- Must possess a Master's Degree from an accredited college or university.
- Oregon Administrative License issued by TSPC or ability to obtain prior to start.
- At least five (5) years of classroom teaching experience.
- Successful teaching, leadership and/or administrative experience
- Successful experience as a leader raising student achievement
- Understanding of Oregon and Common Core standards and assessment and the ability to use data to lead school improvement efforts

REQUIRED KNOWLEDGE AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge and experience using Charlotte Danielson's Framework for Teaching Standards.

- Demonstrated ability to manage systemic change and successfully implement reform initiatives that produce significant gains in closing the achievement gap.
- Demonstrated knowledge of high leverage, research-based instructional strategies and models for improving instructional practices.
- Demonstrated proficiency in the use of data to assess student progress and inform instructional practice.
- Effective interpersonal skills in managing and interacting with diverse groups of stakeholders.
- Excellent time management and organizational skills.
- Demonstrated ability to manage conflict through quality decision-making and effective problem solving.
- Demonstrated proficiency with word processing, spreadsheet and presentation software. Must be able to use District IT systems to perform routine tasks, such as: performance management assessments, accessing financial reports and managing school staffing and budget information.
- Ability to handle intense or controversial situations with levity and humor.

PHYSICAL DEMAND

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally perform work beyond a standard 40-hour work week when workload requires.

The employee is occasionally exposed to wet or humid outdoor weather conditions. The noise level in the work environment is usually low to moderate.

OTHER

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. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Human Resources

Updated: April 2022

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Supervisor Signature: _____ **Date:** _____

Supervisor Printed Name: _____