



# Lowell School District Position Opening Jr./Sr. High School Principal

**STARTING DATE**

August 2022

**WORK YEAR**

235-Day(prorated)

**BASE SALARY**

95,000-110,000 (DOE)

**APPLICATION DEADLINE**

July 11, 2022

### **THE POSITION**

The Lowell Jr./Sr. High Principal is responsible for overseeing the daily operation of the Lowell Jr/Sr. High School building, staff and students.

### **POSITION SUMMARY**

The Lowell School District is a progressive, student-centered, district with goals to improve opportunities for. We believe that we can provide a private school education in a small school setting. Our goal is to ensure all students are college and/or career ready. Staff in our district enjoy small class sizes, excellent professional development opportunities, a collegial environment, and a supportive community. The Principal is responsible to the Superintendent and serves as the instructional leader for the high school. This person will enjoy a collaborative environment with administration and staff.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Serves as the instructional leader and demonstrates collaborative leadership skills, capable of making tough decisions and leading a cohesive team. This includes collaborative involvement with all departments, schools, and leadership throughout the district as well as parents, stakeholders and partner agencies.
2. Assumes responsibility for a total school atmosphere conducive to optimum student success.
3. Develops effective lines of communication and staff input in educational planning. Conducts follow-through strategies for teaching and learning that are designed to meet the differentiated and individualized needs of students.
4. Ensures the development of a comprehensive school improvement plan.
5. Oversees the school's performance evaluation systems to ensure that site goals and objectives are achieved, and that all staff adheres to district, state and federal standards and goals and ensures compliance with accreditation guidelines.
6. Establishes the master schedule for instructional programs, ensuring rigorous and articulated learning experiences aligned to state standards and required instructional hours.
7. Supervises the evaluation of all staff as assigned by the superintendent. Actively pursues professional growth activities. Manages, supervises, observes, and conducts staff professional development, staff training, and staff meetings that encourage and grow leadership.
8. Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the educational profession.
9. Uses data to guide data teams to identify and monitor student needs and growth, and collects and analyzes data to develop new programs and make improvements to existing programs.

10. Plans, develops, organizes, and administers support systems which provide optimal educational opportunities for adolescent age students. Oversees a multi-tiered system of supports to meet individual student needs. This includes attending Individualized Education Plan (IEP) meetings.
11. Participates in budget planning and financial procedures in accordance with all laws, regulations, and policies.
12. Manages a safe and well-maintained facility, identifying needs and recommending additions, modifications, and services from, while working collaboratively with, the maintenance department.
13. Confers with site and district staff in decision-making processes, and in the development of alternative approaches to addressing concerns and issues.
14. Assists in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements. Ensures compliance with all laws, administrative codes, board policies and regulations.
15. Establishes and maintains procedures as per board policy, for the resolution of conflict in an effort to maintain a high level of staff morale.
16. Responsible for the safety and conduct of students including student discipline both during the day and afterschool at athletic events and afterschool activities.
17. Responsible for managing, monitoring, auditing, and evaluating school and specially funded programs. This included grant writing.
18. Plans, develops, and provides, as required, management reports pertaining to the educational climate and the functions and activities of the school.
19. Appropriately maintains and secures confidential records and inquiries.
20. Prepare necessary handbooks within the parameters of district policy.
21. Use appropriate and effective techniques to encourage community and parent involvement.
22. Attends and provides monthly reports to the school board at School Board Meetings.
23. Attends afterschool activities, athletic events, meetings, conferences and committee meetings.
24. Participation in staff recruitment, interviewing, and hiring.
25. Substitutes for teachers, if necessary.
26. Performs other related duties as assigned by the superintendent.

### **MINIMUM QUALIFICATIONS**

#### **THE APPLICANT MUST HAVE:**

1. Valid Oregon Administrator's License or is currently in an Administrator's Licensure program with completion by August, 2022.
2. Valid Oregon Teaching License.
3. Valid Oregon Driver's License.
4. Master's degree from an accredited College or University.
5. Three (3) years teaching and (1) year of administrative related duties.
6. Maintains and keeps valid all certification, training and licensure.
7. Knowledge and application of curriculum and instruction, instructional materials and methods, evaluation procedures, clinical teaching and supervision, resource management, and laws relating to site level management. In-depth knowledge of the Oregon Education Objectives at the secondary level.

#### **ABILITY TO:**

8. Coordinate, supervise and provide educational and administrative assistance, support, and leadership to the site staff.
9. Evaluate programs.

10. Work effectively with a wide variety of organizations and with people of all socio-economic and cultural backgrounds.
11. Maintain a good working relationship with principals, district staff, community, and partners.
12. Communicate effectively in oral and written form and fluent in oral and written English communication.

Apply online at: <https://lowell.tedk12.com/hire/Index.aspx>

**TO APPLY AND BE CONSIDERED, APPLICANT MUST SUPPLY ALL OF THE FOLLOWING:**

- Letter of interest stating your qualities and reasons for seeking this position
- Application
- Current resume
- Copy of Oregon Teaching license and Administrative License or transcripts stating showing completion prior to August, 2022
- Three current letters of reference

**If you have questions, please contact Michelle Stephens at 541.937.5095 or email at [Stephens@lowell.k12.or.us](mailto:Stephens@lowell.k12.or.us)**

**The Lowell School district complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability.**

**The Lowell School District's policy is to provide veterans and disabled veterans with preference as required by law. Applicants requesting veteran's preference must provide certification of eligibility for preference in addition to other requested materials.**