

## Elkton School District #34

739 River Road  
PO Box 390  
Elkton, OR 97436  
Phone (541) 584-2228  
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Elkton Charter School  
Grades K-8  
15656 State Hwy 38  
PO Box 390  
Elkton, OR 97436  
(541) 584-2115 ext. #2

Elkton Charter School  
Grades 9-12  
739 River Road  
PO Box 390  
Elkton, OR 97436  
(541) 584-2228 ext. 1

Andy Boe, Superintendent - Ext. 226

Edwina Miller, Business Manager – Ext. 213

January 10, 2023

Elkton School District #34

Re: Elkton Charter School Principal Grades 6-12

### **About the Elkton School District**

The Elkton School District serves approximately 240 students in two schools, located in Northern Douglas County, 38 miles North of Roseburg and about 30 minutes south of Cottage Grove. The local economy is one based on agriculture and forestry. Our location allows for an easy commute into Roseburg, Sutherlin Cottage Grove, Drain and Reedsport.

Elkton Schools are the hub of the community and serve as a gathering place for both school and non-school activities. Elkton School District enjoys the support of several community organizations. In 2019, the community approved a capital construction bond in the amount of \$3.2 million, which allowed the district to remodel part of the grade school, adding safety features and other upgrades. The district was able to also build a new gym and three Middle School classrooms.

Elkton High School has a dedicated team of teachers and classified personnel, both experienced and developing. The school boasts growing programs and a cadre of specialists supporting students and teachers in the areas of PE, Art, Music, Science, Math, Reading, and Social-Emotional Learning. Our programs continue to evolve and grow, and we look forward to better developing our Natural Resources based curriculum in the coming years.

Qualified candidates will possess appropriate TSPC licensure. They will have skills plan and implement professional development activities for the district and ability to run the day-to-day operations of our Middle and High School. Candidate will have a strong team mentality and an understanding of the commitment it takes to work in a rural school district.

### **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.

1. Follow and maintain knowledge of all applicable District policies and procedures.
2. Administer the school and its instructional program in all its facets.
3. Implement Board policies and administrative regulations.

4. Supervise the school staff, providing assistance, as necessary.
5. Assist in the recruiting, screening, training, hiring, and assigning of school staff.
6. Effectively manage conflict with the school building.
7. Create and implement the school's master curriculum schedule.
8. Organize and attend all staff meetings and ensure such meetings are productive.
9. Participate in IEP and 504 meetings as necessary or required.
10. Attend and represent the district at civic and executive board meetings and participates on various school committees to address student and school needs.
11. Write and present reports at School Board meetings.
12. Plan and implement appropriate professional development.
13. Prepare and submit annual building budget requirements within District guidelines and ensure compliance with program requirements.
14. Implement District disciplinary policy and procedures related to student behavior and achievement.
15. Supervise and monitor student activities daily and attend student activities after school hours.
16. Inform the District office about activities in the school and forward required reports to the District.
17. Develop, plan, and implement school site programs and activities in accordance with the goals and objectives of the school.
18. Observes, monitors, and evaluates school staff performance as outlined in District policy.
19. Exercises decisive leadership in all situations.
20. Works cooperatively with parents, students, employees, administrative colleagues, supervisors, and community members at-large.
21. Participate in proactive resolution of students and staff concerns and/or challenges.
22. Assume responsibility for a safe and orderly environment.
23. Administer the school budget within District guidelines and ensure compliance with program requirements.
24. Prepare and present reports, letters, memos, and other necessary correspondence to students, staff and the community regarding school systems and policies.
25. Develop the master schedule and comply with accreditation guidelines (if needed) and state requirements.
26. Appropriately maintain and secure confidential records and inquiries.
27. Professionally represent the school and the District in interactions with parents, community, staff and students.
28. Provide staff assistance to the Superintendent and organize various committees necessary in addressing school needs.
29. May supervise district operational programs beyond those directly focused on the high school (i.e. maintenance)
30. Maintain appropriate certifications and training hours, as required.
31. Manage or ensure proper management of grants related to high school programs (including but not limited to High School Success and Career Technical Education.)
32. Perform related duties as assigned.
33. Comply with applicable District, state, local and federal laws, rules and regulations.
34. Attend work regularly and be punctual.

### **Marginal Duties and Responsibilities**

1. Attend in-service trainings.
2. Facilitate staff meetings.
3. Attend educational support meetings, including Individualized Education Plan (IEP) meetings and School Board meetings.
4. Inspect facilities and campus for health and safety concerns.
5. May participate in Collective Bargaining as a district team member.
6. Substitute for teachers or other staff, as necessary.

### **Supervisory Responsibilities**

Supervises, evaluates, and directs the work of classified, licensed, and confidential employees assigned to the school according to District policy. Resolves grievances and other employee relations issues while working closely with the District office and disciplines employees appropriately. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

### **Qualifications**

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.

- Appropriate TSPC license for building administration and at least three years successful teaching and leadership and/or training preferably at the high school level, or equivalent combination of education and experience. Prior successful experience working in an administrative school setting directing and supervising staff preferred.
- Works well with others from varied backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with adolescent students. Ability to lead and motivate staff and communicate effectively with students, staff, and community. Consistently exhibits a professional demeanor and strong work ethic.
- Ability to communicate fluently, verbally and in writing in English. Ability to read, analyze, and interpret common scientific technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to speak comfortably and confidently in public and formal settings.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, analyze data, and draw valid conclusions.
- Strong technology skills. Gmail and Google Docs proficiency required. Ability to proficiently use the following programs strongly preferred: MS Word, Excel, and PowerPoint. Ability to type accurately and proficiently.
- Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical, and cognitive development of adolescent students. Ability to appropriately communicate with students, teachers, parents, and members of the community. Possesses knowledge of effective behavior management methods. Ability to delegate responsibilities and meet timelines. Ability to exercise good judgment and work in a dynamic environment.
- Certificates as determined by the District. Must have a valid administrator's license through the Teachers Standards and Practices Commission (TSPC), ability to obtain a valid CPR/First Aid card, and Oregon Driver License.

### **Physical Demands**

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; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop or kneel. The employee must regularly lift and/or move up to 25 pounds. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

### **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.

The work environment combines the standard office setting with standard office equipment including, (copier, phone, computer, etc.) with a standard school setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon the student population and activities. The employee may be exposed to wet or humid and outdoor weather conditions. The employee may be exposed to blood borne pathogens.

### **Salary Range and Contract Length**

\$70,000.00 - \$80,000.00, 7/1/2023 to 6/30/2024

### **Applications**

Candidates can find the administrator application at our website.

### **Application Deadline**

The application deadline is March 1, 2023.

Please send all application materials via email to Melissa Whitley, Administrative Assistant, [Melissa.Whitley@elkton.k12.or.us](mailto:Melissa.Whitley@elkton.k12.or.us).

### **Application Submission Checklist**

*Does your completed application packet include:*

- A letter of interest
- A current professional resume
- A completed district application
- A statement for each of the following addressing the qualifications and personal traits:
  - Education Philosophy
  - Management Philosophy
  - Qualities and Qualifications
- Three current references
- Professional Credentials