

**La Grande School District
JOB DESCRIPTION**

TITLE/ASSIGNMENT	
JOB TITLE: SCHOOL PRINCIPAL	
REPORTS TO: Superintendent	
POSITION OVERVIEW	
<p>This position is responsible for the overall operation of the school and effectively coordinates the efforts of all personnel to ensure that each student is provided the highest quality education.</p>	
RESPONSIBILITIES/DUTIES	
<ol style="list-style-type: none">1. Assists certified staff members in the improvement of techniques and methods of instruction.2. Promotes and schedules in-service training for staff.3. Sustains staff morale.4. Is familiar with existing curriculum guides and their use in each classroom and participates in the planning/development of new guides.5. Maintains appropriate discipline in the building providing a safe environment for learning.6. Administers within the school the daily operation of the facility.7. Evaluates the work of all assigned personnel following timelines approved by the board of directors.8. Directs, supervises, and evaluates the instructional programs of the school.9. Coordinates the activities of the school with the activities of other schools.10. Keeps accurate school records, budgets, and returns within time schedules all statistical and other reports required by the superintendent and the State Department of Education.11. Monitors state and district assessment scores and initiates program improvement in the school to raise assessment scores.12. Interprets the educational program to parents through the site-based advisory meetings, newsletters, etc., and provides assistance to them when necessary.13. Assumes over-all responsibility for extra-curricular activities.14. Works with Parent/Teacher organization to provide opportunities for parents to support the school.15. Works with local social service agencies to provide resources for students.16. Prepares necessary schedules for each new school year.17. Exercises collective judgment in handling problems affecting the building and district.18. Performs other duties as assigned by the Superintendent.	
COMPENSATION	
STATUS: Exempt PAY TYPE: Salaried	CLASS/GROUP: Administrator *Employees PERS contribution paid by District.

WORK SCHEDULE

The normal work schedule is 8 hours per day, 5 days per week, Monday through Friday, with the exception of non-work, non-paid periods at winter and spring breaks, as follows: High School Principal 225 work days; Middle School Principal 220 work days; and elementary principals 215 work days. Hours are normally 7:30 a.m. to 4:00 p.m., including a 30-minute meal period; however, the superintendent assigns exact schedules. It is the attendance standard of the district that all employees be present and on time each shift they are scheduled to work. Full or partial absence during any scheduled shift, arriving late, or leaving early may result in disciplinary action. Time off may be approved if allowed by applicable policies covering illness, injury, or other personal emergency.

OCCUPATIONAL CERTIFICATES/LICENSES

Valid Oregon Administrative License is required.

PHYSICAL DEMANDS

ENDURANCE-MOVING ABOUT: Frequently (1/3 to 2/3 of the time)

Move from point-to-point throughout the building and school district to perform required tasks.

ENDURANCE-OVERALL STRENGTH: Sedentary Work

Exerts force and/or lifts or carries objects weighing up to 10 pounds occasionally.

TALKING: Constantly (2/3 or more of the time)

Express or exchange ideas by means of the spoken word to impart oral information to students, staff, and patrons, and convey detailed spoken instructions accurately.

HEARING: Constantly (2/3 or more of the time)

Perceive the nature of sounds by ear. Must be able to perceive what is being discussed at public and private meetings and participate in discussions based on the immediate verbal exchange.

SEEING: Constantly (2/3 or more of the time)

Obtain impressions through the eyes of the shape, size, distance, motion, color, or other characteristics of objects. Must be able to read various printed matter, to interpret data, and to see physical hazards when moving from place to place throughout the district.

SPECIALIZED DEMANDS

VIDEO DISPLAY TERMINALS: Occasionally (up to 1/3 of the time)

Read or obtain information from a video display terminal (computer monitors, gauges, etc.).

KEYBOARDS: Occasionally (up to 1/3 of the time)

Enter data on keyboards (computer, ten-key, or customized key pads).

ENVIRONMENTAL CONDITIONS

LOCATION: Inside

On site. Work is predominately inside and provides protection from weather conditions but not necessarily from temperature changes.

STAIRS/STEPS: Frequently (1/3 to 2/3 of the time)

Ascend or descend stairs, steps, or similar uneven surfaces to access required work area or other area related to functioning in the workplace.

LEARNING DEVELOPMENT DEMANDS

REASONING: Elevated

Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; interpret a variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

MATHEMATICAL: Basic

Add, subtract, multiply, and divide all units of measure. Perform the four operations with common and like decimal fractions. Compute ratio, rate, and percent; draw and interpret bar graphs. Perform mathematic operations involving monetary units.

READING: Elevated

Read literature, technical material and journals, financial reports, and legal documents.

WRITING: Intermediate

Prepare letters, expositions, summaries, and reports using a prescribed format and conforming to rules of grammar.

SPEAKING: Intermediate

Participate in school board meetings and discussions; speak knowledgably on topics related to job assignments.

TEMPERAMENT REQUIREMENTS

DIRECTING/CONTROLLING

Accept responsibility for formulating plans, practices, policies, methods, regulations, and procedures for operations or projects and supervise subordinate workers to implement plans and control activities.

VARIATION

Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.

INTERPERSONAL

Demonstrate willingness to allow interpersonal relationships in job situations beyond receiving work instructions. Must be able to interact and work cooperatively with students, staff, and patrons of the school district.

DECISIVE

Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria such as the five senses, knowledge, past experiences, or quantifiable or factual data.

RELATIONSHIP REQUIREMENTS

DATA: Coordinating

Determine time, place, and sequence of operations or action to be taken on the basis of analysis of data; execute determinations and/or reports on events.

PEOPLE: Negotiating

Exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions to better serve the La Grande School District.

OTHER

MINIMUM QUALIFICATIONS

Valid Oregon Administrative License and a minimum of five (5) years of teaching experience.

KNOWLEDGE

Must be knowledgeable in theory, principles, practices, procedures, and recent trends in school administration; Oregon School Law; curriculum design, development, and assessment; school improvement models; staff development; site-based decision making; Oregon Education Act for the 21st Century; finance and planning. Must be knowledgeable in theories of child growth and development and with the process of public relations.

SKILLS

Must be skilled in interpersonal relations, communications, team leadership, instruction, and possess the managerial skills of planning, budgeting, organizing, delegating, listening, and supervising all areas of responsibility. Must be skilled in utilizing a wide variety of technology; maintaining and promoting staff morale; be able to speak and write articulately and communicate effectively; be able to resolve conflict in a fair and positive manner; and be skilled in student supervision and discipline.

ABILITIES

Must be able to demonstrate ability to provide dynamic leadership in the areas of curriculum, assessment, personnel management, and staff development; be able to function effectively as a team leader and liaison among students, staff, district, and community; and, have the ability to communicate openly in a fair and consistent manner. Must be able to manage the plant, personnel and fiscal operations; select, assign, supervise, and evaluate staff; and handle conflict.

EVALUATION PROCEDURE

Performance will be evaluated annually in accordance with the School Board's policy on evaluation of management personnel.

ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Signature:

Date: