



**Job Title:** Building Principal/Administrator  
**Reports To:** District Superintendent or Designee  
**FLSA Status:** Exempt

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### **JOB SUMMARY**

The Principal works under the direction of the District Superintendent or designee and 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 directly responsible for the efficient operation of the building and learning environment.

The Principal is also a member of the Baker School District's Administrative Team and works collaboratively with the District Office Leadership Team to advance the District's Educational Vision.

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### **MINIMUM QUALIFICATIONS**

1. Hold or be eligible to hold an Oregon Administrator License by the first assigned workday.
2. Knowledge and experience using Charlotte Danielson's Framework for Teaching Standards.
3. Master's degree or greater in Educational Leadership.
4. Prior successful experience working in as an administrator in a school setting required.

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### **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. Establishes and maintains an effective learning climate in the school and supervises the school's educational program.
2. Assists in the development, implementation, revisions and evaluation of the curriculum and programs within District established guidelines to meet student needs.
3. Supervises all licensed, classified, administrative and personnel including custodial staff attached to the school and assumes responsibility for the safety and administration of the building.
4. Establish guidelines for student conduct and maintenance of student discipline.
5. Assists in the hiring, training, assigning and evaluating of the school staff and supervises the school's teaching process.
6. Plans, organizes and/or directs implementation of all school activities.
7. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs and to interpret Board policies and administrative directions.
8. Orients newly assigned staff members.
9. Responsible for evaluating all assigned staff members regarding their individual and group performances.

10. Directs the accuracy and completion of all required reports.
11. Supervises the enforcement of the immunization laws and provides oversight to see that health records are kept current.
12. Participate in District Team Leadership meetings and other meetings as appropriate.
13. Prepare the school's budget requests and monitors expenditures of funds. Maintains and controls the various local funds generated by student, parent and/or community activities, as appropriate.
14. Coordinate with HR Director to place student teachers and administrative interns.
15. Work with various members of the District office and regional consultants on school problems such as transportation, students with special needs, homeschool, etc.
16. Conducts staff meetings to keep members informed of policy changes, new programs, etc.
17. Keep the Superintendent and Board informed of the school's activities, concerns and programs.
18. Keep abreast of developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field.
19. Responsible for monitoring student learning progress in the building.
20. Works with the District Transportation Supervisor to coordinate field trips and meet student needs.
21. Administrators work as a team under the direction of the superintendent or designee to coordinate all curriculum and instruction, K-12.
22. Develop the master schedule, assign staff within the building consistent with job descriptions, and make student teacher/class placement decisions.
23. Perform other duties as assigned.

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#### **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.*

1. Attends educational support meetings, including individualized education plan (IEP) meetings, and school board meetings as directed.
2. Collaborate with Superintendent/Human Resources Director to resolves grievances and other employee relations issues.
3. Report issues to authorities as necessary, animal control, suspicious activity, etc.
4. Reports safety, sanitary and fire hazards immediately to authorities and the Superintendent or Designee.

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#### **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.

1. Knowledge of teaching and supervisory principles and techniques as well as District and building policies, procedures and practice.
2. Skill in organizing the building instructional process.
3. Ability to apply effective principles of supervision and teaching to direct and motivate students and staff of the building.
4. Effective interpersonal skills in managing and interacting with diverse groups of stakeholders.
5. Understand and meet the needs of culturally diverse community including needs of students in poverty.
6. Excellent time management and organizational skills.

7. Ability to handle intense or controversial situations.
8. Demonstrated ability to manage conflict through quality decision-making and effective problem solving.
9. Demonstrated proficiency with word processing, Google Docs, spreadsheet and presentation software. Must be able to use District IT systems to perform routine tasks, such as: Frontline, Infinite Visions, Oregon School Assessment Systems, and PowerSchool to access financial reports and manage school staff, student information, and budget information.

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## SUPERVISORY RESPONSIBILITIES

This position may supervise teachers, educational assistants, student aides, volunteers, and all other assigned building staff in collaboration with Department Directors, when applicable. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment at all times.

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## 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.

- **Education, Certificates, Licenses, Registrations:** Master's degree (M.A.) or equivalent and at least three years successful leadership experience, or equivalent combination of education and experience. Prior successful experience working as an administrator in a school setting required. Must hold a valid Oregon Administrators License with the appropriate endorsement and authorization for the assignment. Licenses and certificates as determined by the District, including a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.
- **Interpersonal Skills:** Works well with others from diverse 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 young children, adolescents, staff, parents and the public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions or complaints in one-on-one, small group situations to students, parents, school staff and other agencies. Ability to verbally respond to common inquiries from students and staff. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to effectively present information to top management, public groups, and/or boards of directors. Ability to write professional reports and correspondence.
- **Mathematical Skills:** Ability to provide students with an intuitive understanding of the concepts of math at the established grade-level standards.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, verbal or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

- **Computer Skills:** Ability to type accurately and proficiently. Proficiency in the usage of word processing software, database software, internet software, and e-mail as approved by the District. Ability to proficiently use the following programs strongly preferred: MS Word, MS PowerPoint, and Excel. Ability to proficiently use Google Suite, Facebook, Twitter, Instagram, ParentSquare, PowerSchool, or the ability to learn online platforms quickly and with precision.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions. A belief that all students can learn.
- **Certificates, Licenses, Registrations:** Licenses and certificates as determined by BSD 5J. Yearly completion of SafeSchools online training required.

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### 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, 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.

As an exempt, licensed employee you will occasionally perform work beyond a normal 40-hour work week when workload requires.

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

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### 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: HR Department	Updated: June 2025
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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

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Date