

Baker5J has a vacancy for your consideration. Please find the details below.

## ***Principal - South Baker Intermediate***

**Apply Online**

Category: **Administration - Certified/Principal**

Date Posted: **3/1/2023**

Location: **South Baker Intermediate**

Date of Availability: **07/01/2023**

Date Closing: **Open Until Filled**

- [Principal Administrator Job Description REVISED 03022023.pdf](#)

**\*\*\*Job Description is attached at the bottom right hand side of this page.**

### **POSITION INFORMATION**

- Baker School District is currently seeking an Administrative candidate for the Principal position at South Baker Intermediate (4-6 Grades) beginning July 1, 2023 for the 2023-2024 school year.
- See video, “Celebrate Baker City”, on home page at the bottom: <https://www.baker5j.org>.
- For additional information, see “Teaching in Baker City” video at <https://youtu.be/FqM7GeXATmI>.

### **PROFESSIONAL REQUIREMENTS**

- This position requires the candidate to hold, or be eligible to hold an Oregon Administrative License with proper endorsement.

### **CONTRACT INFORMATION**

- The Administrative salary scale for the 2023-2024 school year is \$101,610 - \$123,863 depending on years of experience.
- This position will begin July 1, 2023, for the 2023-2024 school year. Contract period is 220 days in length.
- Baker School District 5J offers a comprehensive and competitive benefits package. In addition, the District pays the six percent (6%) employee PERS contribution required by ORS 238.200 and ORS 238A.330.

### **POSITION EXPECTATIONS**

- Establishes and maintains an effective learning climate in the school and supervises the school's educational program.
- Assists in the development, implementation, revisions and evaluation of the curriculum and programs within District established guidelines to meet student needs.
- 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.

- Establish guidelines for student conduct and maintenance of student discipline.
- Assists in the hiring, training, assigning and evaluating of the school staff and supervises the school's teaching process.
- Plans, organizes and/or directs implementation of all school activities.
- 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.
- Orients newly assigned staff members.
- Responsible for evaluating all assigned staff members regarding their individual and group performances.
- Directs the accuracy and completion of all required reports.
- Supervises the enforcement of the immunization laws and provides oversight to see that health records are kept current.
- Participate in District Team Leadership meetings and other meetings as appropriate.
- 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.
- Coordinate with HR Director to place student teachers.
- Work with various members of the District office and regional consultants on school problems such as transportation, students with special needs, homeschool, etc.
- Conducts staff meetings to keep members informed of policy changes, new programs, etc.
- Keep the Superintendent and Board informed of the school's activities, concerns and programs.
- 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.
- Responsible for monitoring student learning progress in the building.
- Coordinate responsibilities with District Transportation Director involving the transportation program as necessary to your building and student needs.
- Administrators work as a team under the direction of the superintendent or designee to coordinate all curriculum and instruction, K-12.
- Perform other duties as assigned.

## **SKILLS AND COMPETENCIES**

The successful candidate is:

- Knowledgeable about and experience with curriculum, testing, policies and behavior challenges as they relate to intermediate school grades.
- Understanding of current research and implementation of RTI.
- Understanding of budget regulation and budget process.
- Able to demonstrate leadership qualities and/or experience.
- Skilled in supervision of employees.
- Knowledgeable of teaching strategies, learning styles, delivery methods and staff development techniques for improvement of instruction.
- Able to demonstrate excellent interpersonal, conflict resolution and facilitation skills, including creative problem solving and mediating skills.

- Flexible and adaptable; comfortable working with 4-6 grade students; highly ethical with strong sense of integrity and fairness; advocate for students; willingness and ability to manage time, set priorities, and provide “global picture”.

## **DISTRICT POLICY**

It is the district’s policy is to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215).
- **OR** Proof of receiving a non-service connected pension from the US Dept. of Veteran’s Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.

Baker School District is an equal opportunity educator and employer and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin, marital status, age, veterans’ status, familial status, genetic information, disability, culture and/or financial status.

**Baker5J** uses the [applicant tracking](#) system from Frontline Education to manage employment applications online.