

 Prairie City School District

 P.O. Box 345 ● 740 Overholt Street ● Prairie City, Oregon 97869 ● (844) 820-3314

POSITION OPENING

**Principal**

**Position Description:**

Prairie City School District is looking for an exceptional, collaborative, and team-oriented leader to join our team as the Prairie City K-6 or 7-12 principal. The ideal candidate will have a robust educational philosophy, background, and vision, along with a commitment to serving a diverse community, including children from low-income backgrounds and special education students in a small school setting. The candidate must demonstrate strong leadership skills to guide the school’s curriculum, assessment, teaching, learning, professional development, student achievement, and discipline. Additionally, the candidate should have a clear plan and willingness to be accessible to staff, community, and students.

Shortened administrator contract of 190 days, compared to the usual 220 days for principals, leads to more flexibility in summer schedule.

**THE QUALIFICATIONS**

* Ability to possess a valid Oregon Administrator’s license for principal.
* Provides visionary, innovative leadership.
* Successful teaching experience in multiple levels.
* Has a collaborative leadership style and works with the board, staff, students and community.
* Demonstrates strong decision making and problem solving skills.
* Supportive of multiple alternative educational programs.
* Demonstrates creativity; encourages others to be innovative.
* Committed to the success of all students and willing to continue development of programs to ensure success.
* Current curriculum and instructional background; knowledge of and ability to promote effective educational improvement and instructional practices in all areas.
* Ability to handle consistent change in education.
* Demonstrates strong communication skills & communicates effectively with the community, staff, and students.
* Is approachable, accessible and listens to all parties with an open mind.
* Demonstrates strong personal and professional honesty, integrity, and fairness.
* Approaches challenges with confidence.

**About the Area and Community:**

The city of Prairie City is located in the upper end of the John Day Valley in beautiful Grant County, Oregon. The community consists of a population around 900 people and is bordered to the south by the scenic Strawberry Mountains and adjacent to the John Day River. Prairie City’s community is dotted with cattle ranches and is in the middle of some of the greatest hunting, fishing, and outdoor recreation areas in Eastern Oregon.

**EOE and ADA Information:**

Prairie City School District 4 is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, religion, sex, national origin, age, marital status, or disability. Prairie City School District 4 complies with all applicable state and federal statutes and regulations in employment.

**Salary Range:** $76,000-$85,000 DOE for 190 days.

**Benefits:** Medical, Dental, Vision (District contribution for 25-26 school year is $1600.00 per month), and 6% PERS.

**Application materials**:

1. Cover letter
2. Application-available on District Website: <https://www.pcsd4.com>
3. Resume
4. Three (3) letters of reference
5. Official Transcripts
6. Copy of Oregon License

*Incomplete applications will not be considered. Applicants considered for this position will be contacted*

**Send application materials to:**

 Susie Combs

 Prairie City School District #4

 P.O. Box 345

 Prairie City, Oregon 97869

 Email: combss@grantesd.org

**Starting Date:** August 11, 2025

**Closing date:** Open until filled.