



970 N Central
Coquille, Oregon 97423
Phone: 541-396-2181 Fax: 541-396-5015

DATE: February 2, 2022
TO: All Interested Parties
FROM: Rachel Price
SUBJECT: Notice of Vacancy – **Internal / External**

Coquille School District has the following opening: 2022-2023 School Year

POSITION: **Principal – Winter Lakes High School**

SALARY RANGE: **\$92,000 - \$100,000 DOE**

COMPLETE APPLICATION:

A Complete Application Consists of:

- 1) Letter of interest
- 2) Resume
- 3) Application
<https://coquille.cloud.talentedk12.com/hire/index.aspx>
- 4) 3 letters of recommendation

SEND TO: Rachel Price
Coquille School District 8
970 N Central
Coquille, OR 97423
Or Email: rprice@coquille.k12.or.us

CLOSING DATE: Open until filled

TERMS OF EMPLOYMENT: Pre-employment background and drug testing required
Coquille School District is an EOE

** If you have a disability and need this publication in an alternate form, please contact
Coquille School District 8, 541-396-2181*

The logo features the text "Coquille School District 8" in a bold, italicized, black font with a white outline, set against a black rectangular background. Below it, the words "Job Description" are written in a similar italicized, black font with a white outline. The text is overlaid on a graphic of overlapping translucent squares in shades of blue, green, and yellow, with a black crosshair intersecting the squares.

Coquille School District 8
Job Description

Job Title: **Principal**

Location: **Winter Lakes High School**

Reports to: **Superintendent**

Evaluated by: **Superintendent**

1. **Position Overview:** Provide overall leadership, direction, supervision and accountability at the alternative high school in the areas of instruction and curriculum, student educational development and achievement, safety and security, staff development and evaluation, financial management, student services and activities (e.g., student discipline, attendance, etc.) Analyze student achievement data.
2. **Essential Job Functions:**
 - a) Coordinate, supervise, and direct student services components of the alternative education program, including attendance, discipline, counseling and related services.
 - b) Oversee implementation and documentation of Oregon Department of Education graduation requirements including but not limited to diploma types, credits earned, education plans, and career related learning standards.
 - c) Supervise and evaluate licensed and classified staff.
 - d) Coordinate, implement and evaluate the instructional program and master schedule.
 - e) Seek out improvements of current program activities and ways to add program activities based on student need.
 - f) Direct, supervise, and coordinate school climate as related to students, staff, parents, and community. Establish and maintain public relations through communication with district staff, community, students, and parents. Troubleshoot and resolve problems and concerns.
 - g) Plan, organize, and direct staff meetings to address ongoing program needs, emerging issues, calendar, and student support and interventions.
 - h) Maintain a program of effective student discipline which assists staff and parents in student behavioral expectations, and promoting consistency and support among staff members.
 - i) Responsible for all major discipline of students for infractions of rules of conduct in student handbook, in District 8 policy or Oregon school law.
 - j) Assists in the planning, developing and implementing of individual student behavior plans.
 - k) Other duties as assigned
3. **Other Job Functions:**
 - a) Able to work with staff to improve their skills using the district model.
 - b) Be decisive, including a scientific, problem-solving orientation
 - c) Able to assess student needs both in the moment and long term
 - d) Able to relate with non-traditional students and families
 - e) Can manage building-level concerns.
 - f) Be "growth" oriented

g) Be a self-starter, one who recognizes concerns and acts to find reasonably prompt solutions.

4. Qualifications:

a) Knowledge of:

- i. Effective public relations regarding his/her program and district programs.
- ii. Quality communication skills, both writing and speaking
- iii. Effective evaluation techniques using the district model
- iv. Data analysis, curriculum and instruction, budgeting and accounting, high-risk student needs, discipline and attendance issues, and labor agreements/relations
- v. Oregon high school graduation requirements, project-based learning, credit by proficiency, Expanded Options, dual enrollment, and Career Technical Education,

b) Ability to:

- i. Communicate with individuals of varied cultural and educational backgrounds
- ii. Hold to district and personal educational philosophies while being flexible and creative
- iii. Keep and maintain accurate records and meet deadlines
- iv. Maintain confidentiality
- v. Establish and maintain an effective learning climate in the school
- vi. Maintain regular attendance

5. Experience:

- a) Administrative experience preferred
- b) 5 years of teaching experience at the middle or high school levels preferred

6. License:

- a) Current Oregon Administrator's License or ability to obtain by July 2022

7. Physical Requirements:

In an eight-hour day, employee may

- a) Stand/Walk 5-6 Hours
- b) Drive 1-2 Hours
- c) Sit 1-2 Hours
- d) Stoop/Squat/Bend 1-2 Hours
- e) Lift/Carry 1-2 Hours Up to a weight of 50 lbs
- f) Climb Stairs Frequently
- g) Use hands for repetitive motions Frequently
- h) Use feet for repetitive movements Occasionally

This job description, revised February 1, 2022, supersedes all prior descriptions for this position.

I have reviewed this Job Description and understand the contents.

Employee

Date

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.