

# GREATER ALBANY PUBLIC SD 8J

## 0505 Principal - 1.0 FTE - South Albany High School (0505)

### JOB POSTING

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#### Job Details

*Title* **0505 Principal - 1.0 FTE - South Albany High School**

*Posting ID* **0505**

*Description*

**Qualifications:**

- Current TSPC issued Oregon Administrator license
- Successful secondary school administrator experience desired

**Purpose:** Lead and inspire the entire school community to engage students in achieving their fullest potential. This is accomplished through design and implementation of the school and district improvement plans; through building coordination; and through supervision of instruction, student services, personnel management, community collaboration, and business/financial management.

**Essential Duties and Responsibilities:**

**Student Learning**

- Works with students, staff, and parents to continuously improve all aspects of the learning environment.
- Remains current regarding trends and best practices related to education and school management, and shares knowledge with staff.
- Expands learning opportunities so that all students are engaged in meaningful learning.
- Works with staff to ensure that all students are known, nurtured, and included in the school community.
- Supervises school staff, providing support, opportunities and guidance for professional growth, and timely evaluation according to district guidelines.

**Culture**

- Works to create a positive climate of high expectations that fosters mutual respect among teachers, students, parents, and community.
- Strengthens all school-community relationships and engage parents in the life of the school.
- Demonstrates cultural responsiveness and builds school community to include all.
- Develops and maintains community partnerships to create more learning options and services for students.

**School Management**

- Aligns school improvement plan with the goals of the district.
- Assists in financial planning and budget that support learning goals, use resources effectively, and incorporate alternate resources.
- Participates in the recruiting, screening, hiring, assigning and training of school staff.
- Assumes responsibility for attendance and conduct of students. In addition to the well being of students and staff.
- Have excellent skills and experience in student behavior management.

**Instructional Leadership**

- Demonstrate effective leadership in the development, operation and evaluation of the educational benchmarks of the school and the district.
- Interprets and implements Board policies and administrative regulations.
- Contribute to the district administrative team.
- Encourage and assist each staff member to reach his or her potential through effective evaluation and professional development.

**General Performance Requirements**

- Perform duties in a courteous and efficient manner that builds the confidence and enhances learning for all staff, students, and the public.
- Observe laws, district policies and procedures, and professional standards for this position.
- Establish and maintain effective working relationships with school personnel, parents, students, and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.

- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency situations.
- Respect confidential information and the privacy of students, staff and parents.
- Develop job skills necessary to meet changes in the position.
- Perform other duties as assigned by the superintendent.

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact the Human Resources Department at 541/967-4501 for additional information or assistance. Speech/Hearing impaired persons may contact the district for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900.

Equal Opportunity Employer

Drug and Tobacco Free Environment

*Shift Type*

**Full Time**

*Salary Range*

**Annual**

*Location*

**SOUTH ALBANY HIGH SCHOOL**

**Applications Accepted**

*Start Date*

**01/17/2018**

*End Date*

**02/02/2018**