

**Position:** Alternative High School Principal

**Start Date:** July 1, 2026

**Classification:** Administrator

**Reports To:** Superintendent, or designee

**Supervises:** Licensed and Classified personnel

**Terms of Employment:** 220 days

**Salary Range:** \$131,671 to \$146,302, commensurate with experience

**POSITION SUMMARY:**

The Tuality Plains High School Principal is responsible for organizing and fostering a positive, safe environment that is conducive to best meeting the needs of all students, staff and families. The Principal provides leadership and administrative resources to motivate instruction, teaching and learning and support staff towards optimum performance in achieving the best possible opportunities for students' growth and development with a focus on alternative education and innovative programs both at the assigned school and district-wide. The position works to implement an instructional vision and focused plan for improving student achievement and both graduation and completion rates while narrowing the disparities between the highest and lowest performing students. The Principal fosters a culture of high expectations; ensures all students have equitable access to high quality and culturally relevant instruction; builds strong partnerships with families and community; creates a safe, welcoming environment that reflects and supports the racial and ethnic diversity of the student population and communities served. This position reports directly to the Superintendent or designee.

**ESSENTIAL RESPONSIBILITIES:**

- Leads the instructional and extra-curricular programs at the alternative high school
- Develops strong relationships with students, families, and staff
- Supervises instructional personnel for the purpose of monitoring performance, encouraging professional growth and ensuring that the overall objectives of the school's curriculum are achieved
- Manages student behavior for the purpose of maintaining school safety and promotes a positive teaching and learning environment within the school
- Supervises the instructional program at the alternative high school. Promotes improvement in the school's curriculum. Evaluates the effectiveness of existing

instructional programs through the use of data and works with teachers and the Director of Teaching and Learning to improve instruction in the school

- Develops class schedules and schedules staff and students to meet the needs of the students
- Attends and supervises school sponsored activities
- Leads development of extra-curricular activities for the purpose of enhancing student learning
- Works with parents and others in the community to promote a positive working relationship between the school and the community
- Prepares reports, maintains school records, and handles other administrative matters as required
- Evaluates the implementation and use of technology in classroom instruction and throughout the building
- Manages grants to support the operation of the alternative high school
- Maintains articulation and alignment with other schools specific to planning, implementation and evaluation of curriculum, and related educational activities
- Directs and/or participates in the planning, implementation, and evaluation of staff development
- Recruits highly qualified job applicants and makes recommendations for hire
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts
- Manages school administrative functions (i.e. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines
- Complies with applicable district, state, local and federal laws, rules and regulations
- Performs other administrative duties as assigned

#### **OTHER RESPONSIBILITIES:**

- Participates in school, district, region, and state meetings as appropriate
- Maintains consistent and predictable attendance to meet the requirements of the position
- Performs other duties as assigned

#### **QUALIFICATIONS:**

##### **Education and Licensure**

- A minimum of a Master's degree in an appropriate field of education



- Current and valid Oregon administrative license or proof of eligibility to obtain an Oregon administrative license

### **Experience**

- Secondary teaching and administrator/dean experience
- Emotional intelligence and proven skill in employee relations, customer service expertise, and conflict negotiation
- Knowledge and experience in working with multiple races, ethnicities, and cultures within a community

### **Preferred Qualifications**

- Experience in an alternative school setting
- Bilingual in English and Spanish
- Spanish bilingual and bicultural skills and abilities

### **Skills**

Ability to communicate effectively and professionally, both orally and in writing with students, staff, parents and the public in English. Bilingual (English/Spanish) is preferred, but not required. Ability to work individually and in partnerships with a minimum of direction. Ability to establish and maintain cooperative and effective working relationships with others. Ability to demonstrate interpersonal skills using tact, patience, and respect. Ability to navigate situations students and parents in often difficult circumstances. Maintain high visibility at school and in the community and hold high expectations for students and staff. Work well with others from diverse cultures and backgrounds. Ability to solve practical problems and work with a variety of concrete variables in situations. Strong organizational skills; ability to prioritize. Maintain integrity of confidential information relating to students, staff, or district patrons.

### **Knowledge**

Strong knowledge of curriculum and instruction. Knowledge of age appropriate teaching methods, state curriculum framework and education code. Knowledge of Oregon laws and school reform. Knowledge of Career and Technical Education and dual credit options for high school students preferred. Knowledge of student academic and behavioral supports and interventions preferred. Knowledge of federal and state grants, i.e., High School Success and other state grants.

### **Abilities**

Positive team approach to leadership and management. Ability to motivate, direct and support staff. Ability to work harmoniously with others.



## PHYSICAL REQUIREMENTS

**1. In an eight-hour day employee may:**

Stand/Walk    ☐ None ☐ 1-4 hrs ☐ 4-6 hrs ☒ 6-8 hrs  
Sit                ☐ None ☐ 1-3 hrs ☐ 3-5 hrs ☒ 5-8 hrs  
Drive            ☐ None ☒ 1-3 hrs ☐ 3-5 hrs ☐ 5-8 hrs

**2. Employee may use hands for repetitive:**

☒ Single Grasping ☒ Pushing and Pulling ☒ Fine Manipulation

**3. Employee may use feet for repetitive movement as in operating foot controls:**

☐ Yes ☒ No

**4. Employee may need to:**

Bend            ☒ Frequently ☐ Occasionally ☐ Not at all  
Squat           ☒ Frequently ☐ Occasionally ☐ Not at all  
Climb Stairs   ☐ Frequently ☒ Occasionally ☐ Not at all  
Lift              ☐ Frequently ☒ Occasionally ☐ Not at all

**5. Lifting:**

☐ Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

☐ Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

☒ Medium Work: Lifting 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

This job description is not intended to be and should not be construed as an all inclusive list of responsibility, skill or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, and or remove duties and assign duties as necessary that still reflect the essential functions of the department.

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