



Adopted: June 11, 2025

**JOB TITLE:** Vale High School Principal

---

**JOB SUMMARY:** The Vale High School Principal is responsible for the overall leadership, management, and operation of Vale High School. This role focuses on creating a shared vision of academic excellence, fostering a positive school culture, and ensuring the success of all students through effective instructional leadership, sound management, and community engagement.

---

**JOB QUALIFICATIONS:**

- Minimum of three years of teaching experience.
  - Valid Oregon Administrator License.
  - Strong skills in communication, organization, teamwork, and decision-making.
  - Ability to apply educational theory to practical settings.
  - Capacity to manage the physical and mental demands of the position.
- 

**ESSENTIAL JOB FUNCTIONS:**

**Vision and Leadership:**

- Develop and communicate a shared vision of student learning that supports district goals and priorities and emphasizes both academic and extracurricular achievement.
- Collaborate with district and school staff, students, and community stakeholders to implement the shared vision effectively.

**School Culture and Environment:**

- Foster a safe, inclusive, and supportive learning environment that promotes respect, responsibility, and high expectations.
- Implement and uphold a clear and consistent behavior and discipline plan.

**Instructional Excellence:**

- Ensure high-quality instruction by promoting the use of research-based teaching practices.
- Utilize assessment data to guide instructional decisions and promote continuous improvement.
- Lead data-driven decision-making processes to improve student achievement.

**Curriculum and Assessment:**

- Oversee the implementation of a rigorous and coherent curriculum aligned with district and state standards.
- Ensure that district-adopted curriculum is implemented with fidelity.
- Monitor and evaluate curriculum effectiveness and student progress.

**Staff Development and Supervision:**

- Recruit, hire, train, and evaluate certified and classified staff.
- Identify staff strengths and provide opportunities for professional growth and development.
- Conduct regular evaluations and offer constructive feedback to enhance teacher effectiveness.

**Management and Compliance:**

- Manage the school budgets in accordance with state laws and district guidelines.
- Ensure compliance with district, state, and federal regulations.
- Oversee daily school operations and ensure appropriate supervision of school activities, extracurricular activities, and athletic events.

**Community Engagement:**

- Maintain strong communication with students, parents, staff, and the broader community.
- Foster partnerships that support student learning, school improvement, and extracurricular activity excellence.
- Serve as the primary liaison between the school and the community, fostering strong relationships with parents, community members, and local organizations.

**Ethical Leadership:**

- Model integrity, fairness, and ethical behavior in all decisions and actions.
- Follow district protocols and uphold professional standards for all staff.

**Additional Responsibilities:**

- Ensure high school graduation requirements are maintained and enforced.
- Fulfill additional duties as assigned by the Superintendent.

---

**SALARY:** Negotiated based on experience and qualifications.

---

**CONTRACT LENGTH:** 218 days

---

**PHYSICAL REQUIREMENTS:**

- **Physical Stamina:** Ability to sit, stand, and walk frequently throughout the day.
  - **Manual Dexterity:** Capability to handle paperwork, operate office equipment, and use a computer.
  - **Hearing and Vision:** Ability to observe activities, monitor student behavior, and communicate effectively.
  - **Lifting and Carrying:** Occasionally lift up to 25 pounds (e.g., instructional materials or equipment).
- 

**WORKING CONDITIONS:**

- **School Environment:** Primarily indoors, with some outdoor duties (e.g., student supervision, athletic events).
- **Flexible Hours:** Frequent evenings, weekends, and after-school hours for meetings, athletic events and administrative duties.
- **Mental Demands:** Ability to handle high-stress situations, manage conflicts, and make critical decisions.
- **Collaboration:** Ability to collaborate with diverse internal and external stakeholders.

---

**REPORTS TO:** Superintendent

---

---

Employee Signature

---

Date