

SWEET HOME SCHOOL DISTRICT NO. 55
Position Description

Position Title: **Principal, Elementary**
Position Category: Administrative
Reports To: Superintendent
Date Prepared:
Revised:

SUMMARY:

Provides instructional leadership to staff including: curriculum planning, review and implementation; professional development and meeting requirements in Oregon law regarding school reform. Responsible for building administration and the safety and welfare of students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned*

- Must hold, or be eligible for, an Oregon Administrative License with appropriate level endorsement. Successful administrative experience preferred.
- Maintains positive relations and works cooperatively with staff, students, parents, parent groups, school volunteers, outside agencies, and the community.
- Implements, adheres to and enforces district, state, and federal laws, policies, procedures, and regulations.
- Uses necessary leadership, supervisory and administrative skills so as to promote the educational development of each student to perform at the highest level.
- Uses independent judgment and decision-making is required in matters not having established rules, regulations or policies.
- Knowledge of, and successful experience with, instructional improvement and technology.
- Knowledge of, and successful experience with, PBIS.
- Knowledge of, and successful experience with, PLC's.
- Knowledge of, and successful experience with, RTI and other interventions used for improving student learning.
- Maintains harmony among staff and resolves disputes.
- Administers the school instructional program in all its facets.
- Supervises the ongoing improvement of the school curriculum
- Supervises the school staff, providing assistance and making evaluations as required by state and district policy.
- Evaluates performance and effectiveness of programs.
- Interprets the school's program to the community and enlists the participation of the community in school life.
- Assists in the recruiting, screening, training, hiring and assigning of school staff.
- Supervises Practical Academic Life Skills (PALS) program within the elementary schools.
- Assigns teachers to classrooms and students to classes.
- Monitors the full range of co-curricular activities.
- Is responsible for the school wide student management.
- Is responsible for the attendance, conduct, health and safety of students.
- Prescribes and implements rules and regulations concerning the use and maintenance of buildings and grounds.
- Devises standards and procedures for the technical operation of the building including fire drills, facility use, schedules, key controls, etc.
- Assists in the organization and development of professional growth programs for all staff.
- Compiles and formulates the building budget and monitors the adopted expenditures of funds.
- Keeps the superintendent informed of school activities and problems.
- Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- Attends and participates in district administrative meetings and board meetings as required.
- Attends special events held to recognize student achievement and attends school sponsored activities or functions.
- Conducts regularly scheduled staff meetings to keep all staff members informed about building and district level activities and programs.
- Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional publications, and discussing problems of mutual interest with others in the field.

- Ensures that Student Activity Funds are properly accounted for.
- Assures that substitute employees are obtained when staff members are absent.
- Develops required District handbook(s).

SUPERVISORY RESPONSIBILITIES:

- Manages employees in assigned building(s).
- Is responsible for the overall direction, coordination, and evaluation.
- Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Master's Degree
- Three years teaching experience
- Such alternative qualifications as the board deems appropriate

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Oregon Administrative License

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

ATTENDANCE STANDARDS:

This is an exempt position as defined under the Oregon Wage and Hours Law. The normal work year and work day will be based on the operational needs of the district, however there may be some hours beyond the normal day, or normal week, depending on the particular operational needs of the district. Weekend work may be required depending on the particular activities and operational needs of the district. The attendance standards described, herein, shall not be construed as a guarantee of hours or days of work.

TERMS OF EMPLOYMENT:

Salary to be determined by the Board of Directors. Work schedules will be reviewed by the Superintendent and will be based on the operational needs of the school and district.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative personnel.

I HAVE READ THIS JOB POSITION DESCRIPTION AND UNDERSTAND ITS CONTENTS.

EMPLOYEE SIGNATURE _____ **DATE** _____

SUPERVISOR SIGNATURE _____ **DATE** _____

COPY: Personnel File
Employee

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.