

ST HELENS SD 502 HS Principal (2025-010)

JOB POSTING

Job Details

Posting ID

2025-010

Title

HS Principal

Description

What we are seeking:

St. Helens School District is seeking a dynamic and student-centered leader to serve as the next Principal of St. Helens High School. We are seeking an individual who is a strong instructional leader, deeply committed to increasing student voice to address problems of practice and enhance the learning experience for all. The ideal candidate values the whole student—embracing academics, athletics, the arts, and extracurricular activities as essential components of a well-rounded education. This leader is approachable, supportive, and consistently present for students, staff, and families, building strong and trusting relationships across the school community.

JOB SUMMARY

The High School Principal is a reflective practitioner, committed to continuous improvement and willing to make changes based on feedback and evolving needs. They communicate regularly and proactively, celebrating the many positive developments at the high school and ensuring that students, staff, families, and the broader community remain informed and connected. The ideal candidate is well-versed in Professional Learning Communities (PLCs), skilled in effective resource allocation, and able to collaborate across multiple groups. They are also actively engaged in the community and embody the core values of the St. Helens School District in both word and action.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

To serve as an instructional leader working directly with the Assistant Superintendent of Teaching and Learning, District Level staff, building level staff, students, families, district, and the community on the school and district's vision, mission, and strategic goals to support career and college readiness for ALL students. The High School Principal is equity-oriented, leading for results and helping staff to grow and develop to meet the needs of all students. She/he collaborates closely with colleagues in service of student learning by fostering the leadership of others to support the school's overall approach to teaching and learning improvement.

The role involves adopting an equity stance in their work and demonstrating equitable and inclusive outcomes in services to students, families, and staff.

1. Ability to cultivate a learning climate and program coherence among instructional initiatives and provide quality professional development utilizing a teaching and learning approach
2. Ability to lead the learning of self and others
3. Ability to flex communication style to multiple cultural environments
4. Experience working with diverse audiences and with a diverse team
5. An understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities

SUPERVISORY RESPONSIBILITIES

1. All personnel serving in the assigned building.
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QUALIFICATIONS

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.

Minimum Qualifications:

1. Master's Degree required
2. Valid Oregon State Teacher or Counselor ESA Certification
3. Valid Oregon State Principal Credentials
4. Experience teaching diverse students required; preferably at the high school level
5. History of effective communication, written and verbal
6. Record of dependability, flexibility, and regular attendance
7. Certified in Cel 5D+ or ability and willingness to complete training within three months of hiring
8. Maintains confidentiality

Preferred Qualifications:

1. Bilingual/Biliterate (English/Spanish) preferred
2. Demonstrated positive impact on student growth and achievement
3. Experience establishing and maintaining effective interpersonal relationships with a variety of stakeholders in a multi-ethnic, multicultural, diverse socio-economic environment
4. History of effective communication, written and verbal
5. Record of dependability, flexibility, and regular attendance
6. Maintains confidentiality

Essential Job Functions:

Lead the instructional growth of all staff members, ensuring a student-focused approach to leadership while developing strong and sustainable relationships with all stakeholders.

Creating a school culture that promotes the ongoing improvement of learning and teaching for students by:

1. Maintaining high expectations and standards of performance for self, staff, and students
2. Creates and substance a school culture that values and responds to the characteristics and needs of each learner
3. Engaging in crucial conversations for ongoing improvement facilitates collaborative processes
4. Leading toward continuous improvement
5. Promotes and engages in distributive leadership
6. Possessing a cultural sensitivity of respect and appreciation for diverse groups of students and staff
7. Relating to high school level students

Providing for school safety by:

1. Providing for physical safety for students and staff
2. Creates and protects identity safety as defined by ODE, COSA and CEL 5D+
3. Providing for student physical, social-emotional, and intellectual safety by assisting in the development, implementation, and monitoring of a student discipline policy and positive behavior strategies that consider the whole child and will provide a safe, orderly, purposeful, and positive learning environment for students and teachers

4. Assisting in the development, implementation, and monitoring of building procedures and practices, including but not limited to school-wide behavior model
5. Providing support for the operation and maintenance of a safe, clean physical environment

Leading the development, implementation, and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements by:

1. Recognizing and seeking out multiple data sources
2. Creates data-driven plans for improved teaching and learning
3. Analyzing and interpreting multiple data sources to inform school-level improvement efforts
4. Implementing a data-driven plan for improved teaching and learning
5. Assisting staff to guide, modify, and improve classroom teaching and student learning
6. Providing evidence of student growth resulting from the school improvement process

Assisting instructional staff with alignment of curriculum, instruction and assessment with state, local and district learning goals by:

1. Assisting staff in aligning curriculum to state-adopted standards and the district strategic plan
2. Lead the implementation of PLT's with fidelity
3. Support the implementation of AVID School Wide
4. Assisting staff in aligning best instructional practices to state and district learning goals
5. Assisting staff in aligning assessment practices to best instructional practices
6. Creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff
7. Providing support for the development and implementation of building and student instructional schedules

Monitoring, assisting, and evaluating effective instruction and assessment practices by:

1. Monitoring instruction and assessment practices
2. Assisting staff in developing a required student growth plan and identifying valid, reliable sources of evidence of effectiveness
3. Assisting staff in implementing effective instruction and assessment practices
4. Providing evidence of student growth of selected teachers
5. Developing, supporting, and evaluating activities and programs according to student needs and district goals and objectives
6. Evaluating teachers and assistant principals for the improvement of student achievement

Managing Resources by:

1. Recruiting and hiring teachers who align with St. Helens School District's Mission and Vision
2. Managing self
3. Managing human resources with ongoing professional development
4. Managing staff, time, talent, and fiscal resources to support student achievement
5. Fulfilling legal and ethical responsibilities

Partnering with the school community to promote student learning by:

1. Working cooperatively and collaboratively with colleagues, District Office staff, ODE staff, and other external partners
2. Developing and sustaining meaningful partnerships with families of diverse backgrounds and community members that support student achievement and well-being
3. Maintaining an active role in the community including partnerships and ongoing communication

Demonstrating commitment to closing the achievement gap by:

1. Identifying barriers to achievement and knowing how to close resulting gaps
2. Knowing, understanding, and monitoring programs for subgroup populations of students, ie. special needs, migrant, bilingual
3. Demonstrating a commitment to close the achievement gap
4. Providing evidence of growth in student learning

Demonstrate school improvement competencies in the following areas:

1. Driving for results: Maintains a relentless focus on providing high-quality teaching and learning
2. Influencing for results: Able to work through and with others
3. Problem-solving: Able to solve and simplify complex problems
4. Confidence to lead: Able to stay focused, committed, self-assured, and resilient

Other Functions and Responsibilities:

1. Model appropriate professional behaviors and practices in all settings
2. Serve as the leader and advocate between the building and district for all high school programs
3. Select and hire staff, as appropriate, according to the needs of the school and consistent with district goals and objectives with staff input
4. Possess and exhibit strong communication and interpersonal relations skills to promote student learning:
5. Be sensitive to the needs and concerns of all educational stakeholders - Practice honest, open, straightforward interpersonal skills
6. Practice active listening for all educational stakeholders
7. Promote and develop staff leadership
8. Practice a good public relations program
9. Possess and use skills of effective oral and written communication to further the understanding and shared vision of improving student achievement
10. Develop, support, and evaluate the advisory, activities, and athletic programs according to student needs and district goals and objectives
11. Actively support and implement district-identified instructional programs and initiatives
12. Other duties as assigned

Expectations for Continued Employment:

1. Employment is contingent upon passing the Oregon State Patrol and Federal Bureau of Investigation Criminal Background Check and Drug/Alcohol screen
2. Maintain a consistent presence at the assigned work site and regular work hours
3. Comply with all District policies and operational procedures
4. Comply with the Code of Professional Conduct
5. Maintain punctuality and regular attendance
6. Maintain certification at all times
7. Complete SafeSchools online training in accordance with the St. Helens School District
8. Obtain a CPR and First Aid Card if needed

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.

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

1. Stand/walk 5 – 7 hours
2. Sit 4– 6 hours

1. The administrator may occasionally:
 1. Bend/kneel/squat/reach
 2. Climb Stairs or ladders
 3. Use hands for repetitive motions
 4. Lift and hold items to forty pounds

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.

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<i>Shift Type</i>	Full Time	<i>Salary Range</i>	\$145,021.61 to \$160,244.58
<i>Salary Code</i>	Annual	<i>Job Category</i>	Administrator
<i>External Job Application</i>	OR Administrator Application	<i>Internal Job Application</i>	District Internal Candidate Application
<i>Location</i>	St. Helens High School	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>	Degree Requirement		

Job Application Timeframes

<i>Internal Start Date</i>	04/23/2025	<i>General Start Date</i>	04/23/2025
<i>Internal End Date</i>	05/17/2025	<i>General End Date</i>	05/17/2025

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Katie Wagner	1		

Alternate Job Contact

<i>Name</i>	Pete Moshinsky	<i>Title</i>	HR Director
<i>Location</i>	District Administration	<i>Phone</i>	
<i>Email</i>	petem@sthelens.k12.or.us		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Confidential Survey
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