

Wasco County School District #29

Dufur School

802 NE 5th Street

Dufur, OR 97021

541-467-2509 fax 541-467-2589



Job Description

Job Title: K-12 Principal

Department: Administrator

Reports To: The Superintendent

Closing: Open until filled

Salary: Dependant on education and experience

Summary: The K-12 Principal promotes the educational development of elementary, middle school, and high school students through effective supervision and interaction with school personnel, students, parents, patrons, and administrators.

Essential Duties and Responsibilities:

All or some of the following tasks may be required. Other duties may be assigned.

- a. Lead the administration of Dufur School and its instructional programs.
- b. Supervise and evaluate personnel.
- c. Coordinate staff development via in-service that includes both individual and group activities.
- d. Participate in curriculum development.
- e. Attend meetings of the board as directed by the Superintendent.
- f. Conduct school, home, and community communications as assigned.
- g. Assist the Superintendent in budgetary matters.
- h. Stay current and contribute to practices and research as they pertain to education, school operation, and school administration.
- i. Communicate regularly with the Superintendent and Cabinet team.
- j. Coordinate school scheduling, student supervision, staff support, and facilities management.
- k. Coordinate with playground, bus loop, and cafeteria supervisors to ensure a safe environment.

- l. Assist students with positive behavior plans that create student success for classroom behavior, attendance, and performance.
- m. Develop building schedules as needed for special events and oversee the duty schedule for both regular education school days as well as other events.
- n. Coordinate the calendar of safety drills in the building.
- o. Coordinate the calendar of facilities use with the maintenance department.
- p. Comply with all Board policies, administrative regulations and District procedures, as well as all state, federal and local laws and regulations.
- q. Other duties as assigned by the Superintendent.

Supervisory Responsibilities:

- a. Certified staff as assigned by the Superintendent
- b. Classified staff as assigned by the Superintendent

Qualifications:

- Possess Oregon Administrative License.
- At least three years of teaching experience in public schools is desired.
- At least one year in administration equivalent experience is desired.
- Have working knowledge of building operation and maintenance, curriculum and planning, personnel management and budgeting.
- Must have exceptional personal integrity, maturity, collaborative skills and personal interest in working with students, staff, parents and the community.

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 the 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 frequently required to stand, talk, see, hear, walk, and sometimes sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds. The employee is directly responsible for the safety, well-being and work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed materials, and the ability to adjust focus. This position requires the individual to meet multiple demands from several people and interact with the public and other staff.

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 of the environment is moderate to loud. Work is predominantly inside and generally

provides protection from the weather but not necessarily from the temperature changes. Some outside duties are required. Occasionally required to ascend or descend stairs or similar uneven surfaces. May be exposed to communicable diseases and blood-borne pathogens.

Terms of Employment:

220 days. Salary and benefits, work year and work day to be determined by board policy and individual contract.

To apply please provide the following:

- Current Resume
- Cover Letter/Letter of Application
- Completed District Application Form
- Three (3) Current Letters of Recommendation
- Oregon Teachers Standards and Practices Licensure

Direct completed application packet or questions to:

Jack Henderson, Superintendent

Email: jhender@dufur.k12.or.us

Mailed to: 802 NE Fifth Street, Dufur OR, 97021

Phone: 541-993-1443 or 541-467-2509

Note: this is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.