

DAVID DOUGLAS SCHOOL DISTRICT

Vacancy Notice for the Position of Principal for Elementary School

Position: **Principal for Elementary School**

The David Douglas School District is requesting professional applications for an Elementary School Principal position. The primary functions of the principal is to lead, direct, and administer all instructional and operational activities of a racially and culturally diverse urban elementary school. Administrative responsibilities include instructional programs, student activities, community relations, support services, facility and ground operations, and maintenance that result in achievement and confidence.

Position start date is July 1, 2025

Qualifications: **The District is searching for strong instructional leaders with the following qualifications:**

- Administrative License or be eligible for Oregon administrative licensure by July 1, 2025;
- Outstanding leadership ability:
 - Highly Effective Instructional Leadership: implementing district initiatives, building a school vision, establishing a shared leadership model, leading an inclusive and culturally competent learning community with a focus on continual school improvement, using data, and monitoring curriculum and instruction.
 - School Climate: creating a positive culture, establishing high expectations, adhering to a practice of respect.
 - Human Resource Administration: hiring quality teachers and other staff, inducting and supporting current staff, providing meaningful opportunities for growth, retaining quality staff, and effectively evaluating teacher performance.
 - Organization Management: safety, daily operations, facilities maintenance, and securing and using resources to increase student achievement.
 - Communication and Community Relations: effective communicator with all stakeholder groups, willingness to partner with agencies and community partners.
 - Professionalism: adheres to ethical standards, serves as a role model, models life-long learning, embraces change, strong collaborator with district and building staff.
- Knowledge and experience implementing:
 - Culturally Responsive Teaching and Equity: Applying an equity lens to instructional practices and school policies, with a deep understanding of culturally responsive teaching principles.
 - Restorative Practices: Experience implementing restorative practices to foster positive school climate and student behavior.
 - Multi-Tiered Systems of Support (MTSS): Knowledge of and experience with implementing MTSS frameworks, including Response to Intervention (RTI) and Positive Behavioral Interventions and Supports (PBIS).
 - Standards-Based Instruction: Understanding of and experience aligning instruction with current Oregon state standards and assessments, including the Oregon Statewide Assessment System (OSAS).

- Inclusive Practices: Expertise in effective instructional strategies for all learners, including English Learners and students with Individualized Education Programs (IEPs)
- Technology Integration: Proficiency in using technology, including AI-tools and resources, as an instructional tool to enhance teaching and learning.
- Data Analysis and Collaboration: Experience using data to inform instruction and collaborating with data teams to improve student outcomes

Salary: Salary and benefits based on 2025-2026 Administrator agreement
Range \$147,030 - \$169,582; 260 day contract

Application Process:

Please submit:

1. Complete the online TalentEd Recruit & Hire Application,
2. Include the following documents in your TalentEd Recruit & Hire application:
 - Personal letter of application stating why you are interested in this position
 - Current resume
 - Statement of your philosophy about student achievement (1 page)
 - Statement outlining the most innovative initiative or program you have created (1 page)
 - Three (3) letters of recommendation
3. If selected candidates will complete an intensive interview process including: on demand activities, writing activities, and evaluation activities.

All application materials must be completed in full.

TalentEd Recruit & Hire application open until April 4, 2025, 4:00pm.

Gilbert Park Elementary School Principal 2025 Suggested Timeline:

Dates are subject to change

- March 21st - *Position Posts*
- April 4th - *Position Closes*
- Week of April 14th - *Interviews - Round #1*
- Week of April 21st - *Interviews - Round #2, Potential Site Visit*
- Week of April 28th - *Final interview with Superintendent's Office*
- Week of April 28th or May 5th - *Principal Named*
- July 1st - *Principal Begins Duties*