

JOB OPENING 2021-2022

ELEMENTARY PRINCIPAL

**Location: Turner Elementary
1.0 FTE**

DATE POSTED: March 12, 2021

DATE CLOSED: Open Until Filled

CLASSIFICATION: Administration

SALARY RANGE: \$100,000 - \$110,000 / Year

APPLICATION PROCEDURE:

1. Application through Frontline Recruiting & Hiring

COMMUNITY EXCELLENCE THROUGH EDUCATION

Cascade School District, USDA, and the State of Oregon are equal opportunity providers and employers.

If you require reasonable accommodations for the application/interview process, please call Cascade School District Human Resources at (503) 749-8010 ext 1802 or speech/hearing-impaired persons may contact the district for assistance through Oregon Relay at 711.

POSITION DESCRIPTION

TITLE: Elementary Principal

TYPE: Administrative

REPORTS TO: Superintendent

PRIMARY FUNCTION:

To use leadership, supervisory and administrative skills to promote educational development. Oversee the planning, administration, and evaluation of functions necessary for the operation of an elementary school.

MINIMUM QUALIFICATIONS:

1. Master's Degree
2. Basic Oregon Administrative License
3. At least 3 years of successful teaching experience and/or administrative experience.
4. Ability to perform the essential functions with the physical, mental and emotional requirements, with or without accommodations.
5. Ability to maintain confidentiality in performing assigned tasks.
6. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents and staff.

ESSENTIAL FUNCTIONS:

1. Establish and maintain a safe, positive and effective learning climate in the school.
2. Initiate, design and implement programs to meet specific needs of the school.
3. Keep the superintendent informed of the school's activities and issues.
4. Make recommendations concerning the school's administration and instruction.
5. Assist in the management and preparation of the school budget and monitor expenditures of funds.
6. Supervise the maintenance of all required building records and reports.
7. Prepare or supervise the preparation of reports, records, lists and all other paperwork required or appropriate to the school's administration.
8. Work with various members of the central administrative staff on school coordination of more than in-school import, such as transportation and special services.
9. Keep supervisor informed of events and activities of an unusual nature as well as routine matters related to the supervisor's accountability.
10. Assume responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
11. Maintain active relationships with students and parents.
12. Lead in the development, determination of appropriateness, and monitoring of the instructional program.
13. Schedule classes within established guidelines to meet student needs.
14. Assist in the development, revision, and evaluation of the curriculum.
15. Maintain an emotionally healthy and physically safe environment conducive to the total educational experience and effective student discipline, according to due process rights of students.
16. Attend special events held to recognize student achievement, and attend school-sponsored activities, functions and athletic events.
17. Supervise the maintenance of accurate records on the progress and attendance of students.
18. Assume responsibility for the attendance, conduct and maintenance of health of students.

19. Assume responsibilities for his or her own professional growth and development through membership and participation in the affairs of professional organizations; attendance at regional, state and national meetings; and enrollment in advanced courses.
20. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications and discussing problems of mutual interest with others in the field.
21. Supervise all professional, paraprofessional, administrative and support personnel attached to the school.
22. Participate in the selection and supervision of all school building personnel.
23. Supervise the school's teaching process.
24. Orient newly assigned staff members and assist in their development, as appropriate.
25. Coordinate evaluation and provide counsel to all building staff including classified and licensed staff regarding their individual and group performance.
26. Conduct staff meetings to keep members informed of such things as policy changes and new programs.
27. Assist in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
28. Recommend, according to established procedures, the removal of a teacher whose work is unsatisfactory.
29. Make arrangements for special conferences between parents and teachers.
30. Provide for adequate inventories of school property and for the security and accountability for that property.
31. Supervise all activities and programs that are outgrowths of the school's curriculum.
32. Supervise and evaluate the school's extracurricular program.
33. Participate in principals' meetings, negotiations meetings and other such meetings as are required or appropriate.
34. Serve as ex officio member of all committees and councils within the school.
35. Respond to written and oral requests for information.
36. Assume responsibility for all official school correspondence and news releases.
37. Act as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
38. Delegate authority to responsible personnel to assume responsibility for the school in the absence of the principal.

TERMS OF EMPLOYMENT: 213 days per school year

SALARY: Salary and benefits based on current District Administrative collective bargaining agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluation.