



Eddyville Charter School

Position Description: Superintendent/Elementary School Principal

General Information

- **Position Title:** Superintendent/School Principal
- **Department:** Office of Superintendent
- **Immediate Supervisor:** ECS School Board and ODE's Board of Education
- **FLSA Status:** Exempt
- **Band/Grade/Subgrade:** K-12 Superintendent and Elementary School Principal
- **Bargaining Unit:** N/A

Job Summary

Superintendent

As the chief executive officer of the Board, the Superintendent is responsible for implementing Board policies and leading the district to achieve educational and operational priorities. This role ensures that all district efforts align with Board goals and community needs.

Elementary Principal

The Elementary Principal provides instructional leadership, oversees curriculum implementation, and manages K-5 operations, including discipline and behavior support. This role also ensures student safety, staff supervision, and a positive learning environment. The principal fosters community engagement and aligns educational programs with district policies and student needs.

Essential Duties and Responsibilities

1. Leadership and Staff Supervision (25%)

- Selects, supervises, and evaluates all staff members.
- Oversees instructional practices and professional development.
- Supervises and evaluates certified elementary staff, secondary principal, and athletic director.
- Manages staff orientation and professional development plans.

- Maintains school communication tools, including websites and social media.
- Collaborates with law enforcement for school safety.
- Develops Board meeting agendas in coordination with the Board Chair.
- Establishes educational priorities and evaluates district success.

2. School Operations and Resource Management (20%)

- Manages daily operations of the school, ensuring efficient use of resources.
- Supervises building maintenance and custodial services.
- Resolves complaints and grievances from students, staff, and parents.
- Oversees student discipline when necessary.
- Coordinates safety and security protocols, including emergency procedures.
- Develops and maintains the school budget in collaboration with HR.

3. Community Engagement and Public Relations (18%)

- Plans and attends meetings with staff, parents, and the community.
- Enhances public relations through newsletters, websites, and advisory groups.
- Organizes recognition events and student celebrations.
- Ensures alignment of school services with community expectations.

4. Compliance and Reporting (7%)

- Completes all reports required by the district and Oregon Department of Education.
- Oversees student record-keeping, including grade reporting and honor roll processes.

5. Curriculum and Program Development (10%)

- Leads curriculum evaluation and improvement efforts.
- Collaborates on district-wide program alignment and assessment.
- Oversees special education services in coordination with LCSD.
- Manages student graduation tracking and intervention efforts.

6. Scheduling and Academic Planning (10%)

- Develops the master schedule, academic calendar, and professional development plans.
- Ensures alignment of instructional minutes with state requirements.

7. Budget and Financial Oversight (5%)

- Plans and manages the school budget, ensuring fiscal responsibility.
 - Oversees grant writing, reporting, and financial planning in collaboration with LCSD.
 - Directs maintenance and facility improvements to support learning environments.
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Qualifications and Requirements

Education & Training

- Master's Degree in Educational Administration or Leadership.
- Oregon Administrative Licensure or ability to obtain an Oregon Administrative License.
- Completion of COSA New Superintendent's Academy preferred.

Experience

- Minimum of three (3) years of teaching experience.
- Minimum of three (3) years of administrative experience supervising instructional programming and staff.

Knowledge & Skills

- Instructional leadership and school improvement strategies.
 - Budget planning and financial oversight.
 - Student discipline, safety, and behavior management.
 - Community engagement and public relations.
 - Compliance with educational laws and policies.
 - Effective staff supervision, coaching, and professional development.
 - Strong communication and organizational skills.
 - Cultural competency and inclusive leadership practices.
 - Ability to write grants.
 - Understands the nuances of Charter schools in Oregon.
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Supervisory Responsibilities

- **Direct Supervision:** Teachers, specialists, educational assistants, assistant principal, activities director, administrative support staff, building nurse, and health assistant.
 - **Indirect Supervision:** Custodians and food service staff.
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Work Conditions & Physical Requirements

- **Work Environment:** Primarily indoors with occasional outdoor duties.
- **Physical Demands:**
 - Standing, walking, and sitting for extended periods.
 - Occasional lifting (up to 50 lbs).

- Clear verbal communication and active listening required.
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