

TITLE: ELEMENTARY SCHOOL PRINCIPAL

FLSA: Exempt—Administrative Non-Represented

PURPOSE: The principal leads and inspires the entire school community to engage students in achieving their fullest potential. This is accomplished through design and implementation of the school and district improvement plans; through building coordination; and through supervision of instruction, student services, personnel management, community collaboration, and business/financial management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Student Learning

- Oversees the school and its educational program, working with students, staff, and parents to continuously improve all aspects of the learning environment.
- Remains current regarding trends and best practices related to educating the whole child; child development and psychology for children age 5-11; and school management.
- Expands learning opportunities so that all students are engaged in meaningful learning.
- Works with staff to ensure that all students are known, nurtured, and included in the school community.
- Coordinates extracurricular activities.
- Supervises school staff, providing support, opportunities and guidance for professional growth, and timely evaluation according to district guidelines.

Culture

- Works to create a collaborative and innovative culture in the school, across the district, and throughout the community.
- Strengthens all school-community relationships and engage parents in the life of the school.
- Develops and maintains community partnerships to create more learning options and services for students.

School Management

- Aligns school improvement plan with the goals of the district.
- Creates and oversees a financial plan and budget that support learning goals, use resources efficiently, and incorporate alternate resources.
- Guides and participates in the recruiting, screening, hiring, assigning and training of school staff.
- Assumes responsibility for the attendance and conduct of students, in addition to the well being of students and staff.

District Leadership

- Participates in district leadership, including developing and implementing the district plan, participating in the district budget process, and communicating with district about school activities.
- Works to develop, interpret and implement Board policies and administrative regulations.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedules.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

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 essential functions.

- Oregon Administrator's License.
- Experience in education; experience as a classroom teacher is desirable.
- Evidence of high-level interpersonal skills that enable the candidate to work effectively with diverse groups of people.
- Knowledge of, or experience with, supporting learning among all students, including those of diverse ethnic and cultural backgrounds and those navigating poverty.
- Experience with curriculum development, staff development for best instructional practice, and use of student assessment data to drive instructional decisions and school improvement.
- Clear understanding of federal and state programs and education requirements such as: special education, ELL, graduation requirements, TAG, and Title programs.
- Budgeting and planning experience.
- Demonstrated ability to work under pressure, and under tight deadlines using own initiative while maintaining a positive and enthusiastic attitude.
- Demonstrated ability to take a proactive approach to problem-solving.
- Extensive knowledge of school law.
- Remains current regarding laws, policies, trends and best practices related to education in general and special education programs and ability to share this knowledge with staff on a regular basis.
- Excellent communication (listening, writing, speaking) and facilitation skills.
- Strong organizational skills, task-oriented and efficient.
- Technology skills necessary to use email, word processing, spreadsheets and databases.
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.

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 functions, duties, and responsibilities of the job.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is:

- Regularly required to sit for extended periods of time.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle, or feel objects, tools, or controls.
- Regularly lift, move, or carry up to 25 pounds.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with hands and arms, stoop.
- Occasionally required to travel within and outside of the district.
- Occasionally required to kneel or crouch.
- Occasionally required to lift and/or move up to 40 pounds.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those and 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 in the work environment could be usually low to occasionally moderate. The employee's work is almost exclusively indoors.

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 (or the position itself) at any time as it deems advisable.

EMPLOYEE STATEMENT: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature

Date

ELEMENTARY SCHOOL PRINCIPAL



Corvallis
SCHOOL DISTRICT

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature