



Clatskanie School District 6J

Job Description

Elementary School Principal

Job Title:	Elementary School Principal
Reports To:	Superintendent
Classification:	Administrator
FLSA Status:	Non-Exempt
Bargaining Unit:	N/A

GENERAL DUTIES

The principal is the administrative leader of the school, and as such assumes full responsibility for all aspects of the school program. The principal will use necessary leadership, supervisory and administrative skills so as to promote the educational development of each student to their fullest potential. Use of independent judgment and decision-making is required in matters not having established rules, regulations or policies. The principal is responsible directly to the Executive Director of Schools.

REQUIRED QUALIFICATIONS

- A. A valid State of Oregon Administrative License appropriate for the position
- B. A Master's Degree with preferred emphasis in Education
- C. A minimum of five years teaching experience at the elementary level
- D. Alternatives to the above qualifications as the District may find appropriate for the specific school assignment
- E. The ability to follow oral and written instructions
- F. The ability to effectively work, support, and communicate with students, parents, and school personnel from diverse cultures and/or backgrounds
- G. The ability to work harmoniously with others
- H. Proficient oral and written communication skills in English
- I. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- J. The ability to learn new automated systems as they are brought online by the District

ESSENTIAL RESPONSIBILITIES

INSTRUCTIONAL LEADERSHIP

- A. Lead and promote educational equity based on the principle that each student receives what is required for them to achieve success with regard to allocation of resources, opportunity, treatment, and access.
- B. Lead teacher participation in discussions and deliberations regarding instruction, staff development, budget, and other programs
- C. Lead constructive and professionally sound instructional research by teachers in the use of new methods, materials, and content

- D. Demonstrate instructional leadership through regular classroom visits and place emphasis on personal involvement in instructional programs
- E. Identify student and program needs; develop goals and objectives, implement and evaluate programs
- F. Understand and promote sound principles of instruction
- G. Monitor implementation of State and District adopted curriculum and goals. Use data as a basis to determine whether curriculum objectives are being met
- H. Identify annual building goals related to instructional improvement to improve student achievement

MANAGEMENT

- A. Lead the recruiting, screening, training, assigning and evaluation of all school personnel under his/her supervision. This shall include recommendation as to initial employment, continued employment, and developing plans of assistance or improvement as appropriate.
- B. Follow district identified and approved hiring procedures to select and recommend the best qualified persons for employment reflective of the Hillsboro community
- C. Implement Board policies and administrative rules and regulations relating to the schools
- D. Plan and implement building professional development consistent with school improvement goals for all staff
- E. Serve as member/chair of building and District committees as appointed and/or as interests indicate. Lead school committees such as Leadership Team, Culture and Climate, Attendance, Safety, etc.
- F. Assure equitable outcomes for all students
- G. Implement a plan for supervision and support for staff growth, development and performance
- H. Delegate responsibility and authority to appropriate personnel to meet building needs
- I. Administer those provisions of the negotiated agreements which are applicable at the building level
- J. Implement and manage effective systems for students and insure a student behavior management plan is implemented and evaluated annually
- K. Provide a system to assure that the safety and health needs of students are met in a timely manner
- L. Manage student attendance within District Policy and the Oregon Revised Statute
- M. Maintain high ethical standards in all situations and maintain confidentiality
- N. Demonstrate fiscal responsibility and develop budgets for the building consistent with the District budget guidelines and school and District goals
- O. Communicate building needs which impact the budget or are not within budgetary guidelines
- P. Account for all student body funds within the District guidelines or requirements
- Q. Develop and implement building policies and procedures to ensure a safe and sanitary building environment and procedures to insure building security

- R. Identify maintenance needs and refer them according to established procedures
- S. Perform related duties as may be assigned by the Superintendent or his/her designee
- T. Support administrative decisions and directives
- U. Demonstrate effective conflict resolution skills and cultivate and model a respectful working and learning environment

DISTRICT AND COMMUNITY INVOLVEMENT

- A. Promote a positive, safe and caring climate for learning; create a welcoming environment that reflects and supports the racial and ethnic diversity of the student population and communities served.
- B. Lead an effective school and community relations program and maintain positive public relations with school and District patrons
- C. Communicate District and school goals to staff and public

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing					X
Walking (level surface)					X
Walking (uneven surface)				X	
Running		X			
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension		X			
Repetitive use arms		X			
Repetitive use wrists		X			
Repetitive use hands grasping		X			
Repetitive use hands squeezing		X			
Fine manipulation	X				
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: students, furniture, equipment, materials

WORKPLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority

- F. Maintain the integrity of confidential information relating to students, staff, and District patrons
- G. Cultivate and model a respectful working and learning environment
- H. Annually pass the District's required online training by the District's assigned due-date
- I. Follow site and/or District protocol for reporting absences
- J. Maintain current licenses and/or certificates required for the position
- K. Utilize the District's electronic systems and applications related to the job

EMPLOYEE STATEMENT

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (print)

Employee Signature

Date

Pay Grade: Administrator - Elementary Principal
Last Revised: April 2024