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**Centennial School District
Invites applications for the position of:**

Principal – Pleasant Valley Elementary School

District Mission: *Collaborating in Community – Cultivating Equity – Inspiring Excellence*

District Vision: *Centennial School District builds authentic relationships with our diverse community that equitably engages and honors all voices. We intentionally implement rigorous, culturally relevant, and evidence-based practices to cultivate academic excellence for each student.*

Salary: \$151,861 - \$154,561

Contract Days: 225 Annually

Start Date: Tuesday, July 1, 2025

Opening Date: Monday, February 3, 2025

For Strongest Consideration, Apply By: Monday, February 17, 2025, at 4:00pm

The School:

Pleasant Valley Elementary is a medium-sized school of approximately 300 students with an outstanding staff to serve the needs of the diverse student body in the Pleasant Valley Elementary attendance area (East Metro area of Portland – located in Multnomah Co., bordering Gresham and Portland). The District and school has an established Professional Learning Community culture, provides collaboration time, and promotes distributed leadership.

Pleasant Valley Elementary is seeking an instructional leader who can foster trusting, professional relationships with students, staff, families, community partners, and the school community.

Position Summary:

The Principal is the instructional leader of the school who collaborates with the staff to create an effective learning culture and climate within the school, centered around research-based, proven practices. That includes building a responsive school program and systems that promote equity, inclusion, and rigorous learning in alignment with the District Strategic Plan and state standards.

Minimum Qualifications:

Education: Masters Degree in Educational Administration or the equivalent. Oregon Administrator License required.

Experience: Experience in developing, implementing, articulating and evaluating curriculum and instructional strategies consistent with best practices. Bilingual preferred.

See the complete job description (attached) for full experience, skills, knowledge and abilities required for this position.

Applying:

For strongest consideration, please submit application materials to the Human Resources Department by Monday, February 17, 2025, 4:00pm. Applicants are required to apply online through [PowerSchool Applicant Tracking](#). A complete application will consist of the following:

- 1) Letter of Interest;
- 2) Current Resume;
- 3) Three (3) Current Letters of Recommendation;
- 4) Unofficial Transcript(s) of undergrad/grad coursework. If employed, the candidate will be required to submit official transcripts in sealed envelopes from the institution(s);
- 5) Copy of Oregon Administrative License (or verification of process to obtain a TSPC Oregon license).

For information about the position, contact:

Dr. Tasha Katsuda

Assistant Superintendent

Email: tasha_katsuda@csd28j.org

For questions about applying, contact:

Shannon Burley,

Human Resources | Confidential Secretary II

Email: shannon_burley@csd28j.org

JOB DESCRIPTION - Administration

JOB TITLE: Principal - Elementary School

Job Purpose Statement/s: The position of Elementary School Principal is to serve as the educational leader and chief executive officer of the school and, as such, to be responsible for the direction of the school's educational program, ensuring alignment with the district's strategic plan, including development of teaching and learning systems and structures, operational management of the school facility, establishment of and engagement in staff and student activities, and effective community relations.

Essential Job Functions:

- Facilitate the school improvement process with the effective use of formative and summative data to increase implementation fidelity of research-based practices.
- Develop, enhance, and sustain culturally proficient instruction and learning environments in the school to ensure students are engaged in purposeful learning that is safe and respectful.
- Establish and maintain an effective learning climate in the school.
- Provide leadership in the development of the instructional program, based upon current research on effective elementary schools.
- Administer the school and its instructional program in all its facets.
- Supervise all support services, including custodial and maintenance, security, dining services, and recreational programs.
- Supervise all specialized programs (Special Education, Counseling, ELL, etc.) to enhance individual student educational growth and development.
- Supervise the school staff and recruit, screen, hire, train, assign, and evaluate the staff, both licensed and classified.
- Supervise, administer, and allocate the building's financial budget and make decisions for its use.
- Establish guides and expectations for proper student conduct, maintain student discipline, and establish an inclusive culture and environment for learning.
- Utilize resources of the school and the community in developing the most effective educational system.
- Develop and support authentic, two-way communication and partnership with parents/family members, and local community groups to support development of an inclusive school program.
- Interpret and implement board policies, administrative regulations, and negotiated agreements.
- Develop and provide in-services and programs for the staff's professional development and growth.
- Initiate, design, and implement instructional programming, including differentiated core and tiered instruction to meet student needs.
- Develop school plans and organizational procedures for the health, safety, discipline, and conduct of students as established by district policies and procedures.
- Ensure that all school activities are adequately planned and supervised.
- Prepare and supervise the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.

Other Job Functions:

- Participate in weekly administrative meetings and serve actively to improve communication, cooperation, and planning with administrators, staff, and the community with the goal of aligning the building's school improvement plan to district priorities.
- Confer with district office representatives to determine building needs.
- Cooperate with other principals and district administrators in determining the allocation of district funds for instructional purposes.
- Plan new employee orientation activities at the building level.
- Attend regularly scheduled School Board meetings.

Job Requirements - Qualifications:

- **Experience Required:** Five (5) years experience as a building teacher and or administrator at this specific grade level.
- **Skills, Knowledge and/or Abilities Required:**

Skill in analyzing and interpreting data to facilitate goal setting, professional learning, and skill development for instructional improvement. Skill in the development and implementation of programs to assist employees in successfully reaching personal professional goals through the district's evaluation and coaching procedures. Strong communication, motivation, and problem-solving skills.

Knowledge of recent research and skill in facilitating collaborative learning and problem solving with educators regarding school improvement and in performance-based educational programs. Knowledge of research-based practices, specific to effective, impactful instruction, social-emotional development, school culture and climate development, and facilitation of collaborative instructional improvement processes like Professional Learning Communities (PLC's).

Ability to sit for prolonged periods, perform a variety of specialized tasks, maintain accurate records, establish and maintain cooperative working relationships with students, parents/family members, and other school personnel. Meet schedules and deadlines. Able to lift/carry, reach/handle, talk/hear conversations. Has near/far visual acuity/depth perception with or without visual accommodation.

- **Licenses and/or Testing Required:** Appropriate administrative license, valid driver's license and evidence of insurability, and Criminal Justice fingerprint clearance.

Terms of Employment: 225 days per year. Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.