



18135 SE Brooklyn Street  
Portland, OR 97236-1099  
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**Centennial School District  
Invites applications for the position of:**

**Principal – Centennial High 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.*

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**Salary:** \$171,651 to \$174,351

**Contract Days:** 230 Annually

**Start Date:** Tuesday, July 1, 2025

**Opening Date:** Friday, March 21, 2025

**For Strongest Consideration, Apply By:** Monday, April 14, 2025, at 8:00am

**The School:**

Centennial High School is a large comprehensive high school of approximately 1,600 students and an outstanding staff who serve the needs of the diverse student body in the Centennial School District 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.

Centennial High School 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, April 14, 2025, 8:00am. Applicants are required to apply online through [PowerSchool SchoolSpring](#). 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).

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**For information about the position, contact:**

Dr. Tasha Katsuda

Assistant Superintendent

Email: [tasha\\_katsuda@csd28j.org](mailto:tasha_katsuda@csd28j.org)

**For questions about applying, contact:**

Shannon Burley,

Human Resources | Confidential Secretary II

Email: [shannon\\_burley@csd28j.org](mailto:shannon_burley@csd28j.org)

## **JOB DESCRIPTION - Administration**

### **JOB TITLE: Principal – High School**

**Job Purpose Statement/s:** The position of Principal - High School 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, operation of the school plant, participation in staff and student activities, and establishment of effective community relations.

#### **Essential Job Functions:**

- 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 secondary 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 the guidance program to enhance individual student educational growth and development.
- Supervise the school staff and be responsible for the recruitment, screening, hiring, training, assigning, and evaluation of the staff, both licensed and classified.
- Supervise, administer, and allocate the building's financial budget and make decisions for its use.
- Establish guides for proper student conduct and maintain student discipline.
- Utilize all resources of the school and the community in developing the most effective educational system.
- Develop and support a community relations program with parents and local community groups as a means of interpreting and furthering school programs and encourage parent and community participation in the school's program(s).
- Interpret and implement Board policies, administrative regulations, and negotiated agreements.
- Develop and provide in-services programs for the staff's professional development and growth.
- Initiate, design, and implement programs to meet specific needs of the school and its students.
- Develop school plans and organizational procedures for the health, safety, discipline, and conduct of students as established by District policies and procedures.
- Insure 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:**

- Attend regular meetings of the administrative council and serve actively to improve communication, cooperation, and planning with administrators, staff, and the community.
- 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.
- Perform other duties as assigned.

**Job Requirements - Qualifications:**

- **Experience Required:** Five (5) years experience as a building teacher and or administrator at this specific grade level. A minimum Master's degree in administration and supervision.
- **Skills, Knowledge and/or Abilities Required:**

Skills to facilitate goal setting for instructional improvement. Skill in the development and implementation of programs to assist employees in successfully reaching personal and professional goals. Strong communication, motivation, and problem-solving skills.

Knowledge of recent research in professional journals and other publications, and skilled in designing systems and culture of collaborative learning and improvement of teaching and learning.

Abilities to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain accurate records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

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

**Terms of Employment:** Salary and work year (230 days) according to the current contract and school calendar.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.