**Position Description for School Principal**

**Springwater Environmental Sciences Charter School**

**Oregon City, Oregon**

The **Springwater Environmental Sciences Charter School** is seeking a highly qualified candidate to serve in the role of **School Principal. Springwater Environmental Sciences Charter School** wishes to have the successful candidate assume the responsibilities of the position on **July 1, 2025**.

Springwater Environmental Sciences Charter School is a public charter school for grades K-8, within the Oregon City School District. Springwater's focus is on environmental science and stewardship, providing approximately 200 students with the opportunity to learn through the sciences, building upon their natural love of learning, in a supportive community.

Springwater is sited on land originally inhabited by the Clackamas and Clowwewalla bands of Chinookan people, the Northern Molalla, and the Pudding River Band of Kalapuya. Signers of the Willamette Valley Treaty of 1855, they were removed from their homelands to the Grand Ronde Indian Reservation. Their descendants live on as Grand Ronde Tribal members today, carrying on the traditions and cultures of their ancestors.

McPherson & Jacobson, L.L.C., Executive Recruitment and Development, has been engaged as the consultant in a search for outstanding candidates. They will assist Springwater in identifying and screening the candidates.

**Enrollment:** Approximately 200

**Location:** 13 miles south of Portland, Oregon in rural Oregon City, Oregon.

**THE POSITION**

Summary: The principal is responsible for the overall operation of the school. The principal reports to and closely collaborates with the Springwater Board of Directors. All other areas of running a charter school that fall within the purview of the principal: human resources management, fiscal management, compliance with the charter contract, student management, curriculum collaboration with staff, liaison with the Oregon City School District, Oregon City School Board, and with Metro, facilities maintenance, staff supervision, collaboration with OCSD staff serving students, and any and all other items that need to be addressed.

Supervisory Responsibilities: The principal directly supervises all staff – teaching and support. The principal also is responsible for working with volunteers.

**Qualifications:**

The candidate must have the experience, skills, and abilities essential for leading a unique charter school. The Board recognizes that selecting the principal is one of the most important decisions it will make.

The Springwater Environmental Sciences Charter School Board of Directors seeks a Principal who:

* Has the ability to manage multi-faceted responsibilities with grace and flexibility.
* Has a consistent and predictable approach to student discipline grounded in proactive and restorative philosophies.
* Has strong listening and communication skills with all members of the school community.
* Embodies and commits to the environmental sciences and experiential learning values of the school.
* Is willing to and knows how to engage parents and supporters to further support the school financially through fundraising and development.
* Is a visionary leader who has a collaborative approach with all constituencies and knows how to build key relationships.
* Is a visible, inspirational, and approachable leader who has a sense of joy working with and teaching children in K-8.
* Through collaboration and partnership, trusts staff expertise to accomplish the mission of the school.
* Is predictable, has sound judgment, is a rational thinker, and is calm under pressure.
* Demonstrates emotional intelligence by sensing the needs of the individual and strategically adjusts approach to achieve best outcomes.
* Has knowledge and experience in working with a Board of Directors.
* Promotes equitable education access and demonstrates commitment and leadership in promoting equitable education outcomes and principles of ability to engage in diversity, equity, and inclusion.

**Education and Experience**

The candidates must have:

1. A current Oregon administrative license, or be eligible for the Oregon Reciprocal License, with an authorization for all levels, a principal’s endorsement, or a transitional principal’s license.
2. Successful experience as an educational leader and/or administrator;
3. Preferred is an understanding of the strengths and challenges of the Oregon charter school system and its funding; and
4. Other qualifications as determined by the Springwater Board of Directors

**Salary:** Range $122,000 - $133,000 (DOE) plus benefits

**Search Timeline:**

● **Closing date for applications**: February 10, 2025 (11:30pm central time)

● **Selection of finalists to interview**: February 26,2025

● **Interviews:** Week of March 10, 2025

● **Selection of new School Principal**: Week of March 17, 2025

● **Start date**: July 1, 2025

**Contact information:**

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**School Website:** <http://www.springwaterschool.com>

**School Video Link**: <https://vimeo.com/1030866104/69b06a0928>

**Consultant:** Dr. Douglas Nelson [d\_nelson@macnjake.com](mailto:d_nelson@macnjake.com)

*Springwater Environmental Sciences Charter School is an Equal Opportunity Employer. Springwater does not discriminate on the basis of race, religion, color, sex, age, national origin or disability and, when needed, will provide reasonable accommodations to applicants and employees. Anyone requesting a reasonable accommodation in the application or recruitment process please contact McPherson & Jacobson at the address/phone/email above.*