



Northwest Regional Education Service District

NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Principal
Department: Early Learning
Location: As Assigned
Reports To: Director of Early Learning
FLSA Status: Exempt
Compensation: Administrative Salary Schedule
Workdays: 220

Prepared Date: 05/2024

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

This position is responsible for directing and managing the instructional program as well as the supervision of operations and personnel at the campus and program level. This position assists the Executive Director in providing leadership, supervision, and evaluation of the instructional program for the site, as well as the implementation of program services to students and families.

The Principal works to foster a positive, inclusive learning climate in the school by ensuring the systematic improvement and evaluation of instructional programs that respond to student, school, community, and ESD needs. The role contributes to an effective, comprehensive, ESD-wide integrated educational and student development program by directing the development and effective implementation of applicable program elements at the site and program level and ensuring a fluid experience for students and families throughout their varied transitions.

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 the essential functions.

1. Valid Oregon Administrator's License
2. Valid Driver's License and vehicle insurance
3. Related experience as a teacher or administrator

KNOWLEDGE, SKILLS, and ABILITIES:

1. Strong communication skills (written and oral)
2. Strong interpersonal and leadership skills
3. Demonstrated knowledge of special education legal requirements and implementation of such requirements on the individual student level
4. Ability to work with diverse populations
5. Ability to understand and effectively work with state and federal budgetary resources
6. Strong decision-making abilities.
7. Creative and collaborative problem-solving abilities.

ESSENTIAL FUNCTIONS: Include the following. Performs some or all of the following tasks. Other Duties may be assigned. The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

- A. Coordinate and supervise the delivery of NWRESD's Early Intervention and Early Childhood Special Education services.
- B. Collaborate with a variety of staff, community members, families, and other department staff in the smooth and effective delivery of services to students and their families.
- C. Attend and actively participate in meetings at various levels to improve service delivery.
- D. Assure program operation consistent with program model and in compliance with state and federal laws and regulations, and NWRESD procedures and guidelines
- E. Provide support to staff to meet changing needs of students and programs, including goal setting, development of a wide variety of effective instructional/evaluation strategies, classroom/student management, record keeping, and other identified needs
- F. Consult with and respond to the needs of local districts related to EI/ECSE. Provide advice and guidance on EI/ECSE matters to local districts when requested
- G. Serve as liaison between the ESD and the Oregon Department of Education and other state and federal agencies and organizations as assigned
- H. Participate in the selection, assignment, professional development and supervision evaluation of assigned personnel (licensed and classified) according to NWRESD policy and guidelines.
- I. Develop and monitor program budget; monitor expenditures to stay within budgetary guidelines
- J. Serve as an effective member of the ESD's Administrative Team
- K. Work collaboratively and communicate effectively with staff and customers at all organizational levels.
- L. Perform other duties and responsibilities as assigned

WORKPLACE EXPECTATIONS:

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians, and community partners
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority
- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites may be required.

Daily:

- Requires regular focus on a computer screen.
- May be required to sit, stand, keyboard, write, hear and speak for extended periods of time.
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling.

Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required.

Required Physical Demands of Essential Functions and Responsibilities:

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 essential functions of this job. Staff are expected to possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If accommodation(s) are required to perform any or all of the job functions, then the employee must notify Human Resources and agree to provide information to the District regarding the requested accommodation(s).

While performing the duties of this job, the employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.



Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Persons who are deaf, hard of hearing, or have limitations in their speech may contact the district for assistance through the Oregon Telecommunications Relay Service at 1-800-735-2900.