



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: PRINCIPAL - SCHOOL AGE
Department: Social Emotional Learning Schools
Location: As Assigned
Reports To: Executive Director of Special Student Services or designee
FLSA Status: Exempt
Compensation: Administrator Salary Schedule
Workdays: 220

Prepared Date: 04/2025

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 oversees a school program serving approximately 70-100 school-age students who require behavioral and mental health support to achieve academic success. Responsibilities include the supervision of instruction, student support services, facilities and operations, student activities, interagency collaboration, and community engagement. The program is implemented in alignment with ESD policies and procedures, Oregon statutes and administrative rules, and applicable federal laws and regulations. It is also designed to complement and support the instructional programs of the local school districts within the ESD's service area. An NWRES D principal is an antiracist leader responsible for program vision, administration, standards, monitoring, accountability, and reporting within the mission and vision of the NWRES D.

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 administrator license through Teacher Standards and Practices Commission
2. Master's degree in Education, Special Education, or School Administration
3. Minimum five years of experience teaching in general or special education
4. Minimum three years of experience leading evidence-based practices within Tier 3 SEL Programs such as district behavior support teams, specialized classrooms, and/or special school programs preferred
5. 3 years administrative experience preferred

KNOWLEDGE, SKILLS, and ABILITIES:

1. Knowledge and experience with implementing multi-tiered systems of support
2. Delegate project leads and develop teams based on individual strengths and skills
3. Balance staff, student and building safety with student engagement and academic rigor
4. Incorporate social-emotional learning across disciplines and content areas
5. Thorough knowledge and understanding of instructional best practices and methods; effective student/classroom management; special education law; and current special education trends and best practices.

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. Plan, develop, and supervise the instructional program within the policies, guidelines, rules and regulations of the School Board, including curriculum, teaching materials, and methods, ensuring the implementation of culturally sustaining instruction and service delivery.
- B. Coordinate the delivery of School Age Special Education services in the building, including IEP implementation, review and revision.
- C. Make staff assignments; select and recommend hiring and termination, renewal or non-renewal of contracts for licensed staff and employment status of classified staff.
- D. Direct, supervise, and evaluate the work performed by program personnel in compliance with Board and ESD policy, utilizing evaluation systems in place.
- E. Work closely with LEAs in developing and evaluating programs and services provided by the ESD. Provide advice and guidance on School Age Special Education matters when requested by local districts. Work with LEA to assure a smooth transition between component schools and other NWRES D programs.
- F. Supervise student conduct and behavior within the school building, on school grounds, and at school-sponsored activities and make disciplinary decisions.
- G. Establish and implement restorative practices to ensure a safe, supportive school community for all students and educators.
- H. Refer students as appropriate for services and assistance within the school, community, regulatory agencies, and other professionals.
- I. Lead school Multi-tiered support initiatives including attendance / school re-engagement programs, behavior support planning, professional learning communities, and instructional coaching.
- J. Assist in the design and modification of programs consistent with best educational practice, legal requirements, and needs of local districts, state agencies, and other constituents.
- K. Recommend operating budgets for the school; establish and maintain fiscal records, and control expenditures within approved budgets.

- 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, small group, and large 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.
- Ability to learn and implement deescalation and physical intervention strategies, such as Safety-Care procedures.

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.