

GLADSTONE SD 115

Principal - Elementary School (2770)

JOB POSTING

Job Details

Posting ID **2770**
Title **Principal - Elementary School**
Description Elementary School Principal: Grades 1-5
Supervised by: Superintendent
Classification: Administrator

Application Deadline: April 30, or until filled
Start Date: July 1, 2025

John Wetten Elementary School has a Principal position beginning in the 2025-2026 school.

Gladstone School District offers a comprehensive benefit package. Salary placement is per the administrator salary schedule and based on experience.

Gladstone School District #115 strives to create an inclusive environment that welcomes and values the diversity of our staff and students. We foster fairness, equity and inclusion to create a workplace environment where everyone is treated with respect and dignity. We are most interested in finding the best candidate for the position, and we encourage you to apply. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact human Resources to discuss your application.

Job Goal:

School administrator who is actively involved and responsible for management of John Wetten Elementary School, including curriculum, instruction, staff, budget physical facilities, public relations and the safety and welfare of the students. Provides leadership and assists teachers in leading students toward the fulfillment of their potential for intellectual, physical, emotional and psychological growth and maturation. Leads for inclusivity and the promotion of an equitable learning environment.

Minimum Qualifications:

1. Valid Oregon administrative license with appropriate endorsements.
2. Master's degree with emphasis in early childhood/elementary education.
3. Successful teaching experience preferred.
4. Administrative experience preferred.
5. Possess the emotional and physical stamina to perform duties as required by the designated task except for temporary disability.
6. Sound oral and written communication skills.
7. Effective and reasonable practices with regard to student discipline.
8. Successful experience in developing and administering a budget in a responsible manner.
9. Successful experience in staff development and evaluation.
10. Maintain the highest standards of ethics, honesty, integrity and personal conduct.
11. Maintain a positive relationship with students, staff, and parents.

Essential Functions:

1. Regular attendance and punctuality.
2. Prepare and administer an annual school budget.
3. Submit recommendations for selection of staff and evaluate all employees assigned to the school.
4. Promote positive student behavior and discipline in accordance with District policies, resulting in effective instruction in school.

5. Prepare and implement school regulations and procedures consistent with District policy that are necessary for the operation of the school.
6. Be knowledgeable and informed regarding curriculum and instruction methodology and consult and advise teachers to improve the educational program offered in the school.
7. Maintain effective human relationships among students, school staff and parents; such that it supports instruction provided in the school and policies of the District.
8. Provide instructional planning and development skills that will assist teachers and improve instruction.
9. Understands and promotes sound principles of instruction.
10. Communicates district and school goals effectively to parents and community.
11. Possess an understanding and practical application of the use of data to inform instruction and drive school improvement.
12. Is responsible for the Associated Student Body funds in the school.
13. Utilize the various public relation avenues to inform the patrons of his/her school on various aspects of the school.
14. Become familiar and knowledgeable of state laws and District policies concerning his/her school operation.
15. Supervise the implementation of curriculum in the building, evaluate its effectiveness through appropriate test measures, and implement the necessary changes which would result in improvement of the curriculum.
16. Demonstrate an understanding and provide leadership in responding to educational reform.
17. Carry out any other duties assigned, which are job related, upon administrative request.
18. Other duties as assigned

Required Knowledge, Skills, and Abilities

1. Understand elementary age youth.
2. To recommend, assign, supervise and evaluate staff.
3. To handle and respond to conflict in an objective manner.
4. Successful experience in classroom teaching and/or administration.
5. Demonstrate a participatory leadership style.
6. Maintain high ethical standards in matters involving confidentiality.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$132,879.00 to \$149,557.00
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Administrative
<i>External Job Application</i>	Administrator Application - Final	<i>Internal Job Application</i>	Administrator Application - Final
<i>Location</i>	John Wetten Elementary School	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	04/14/2025	<i>General Start Date</i>	04/14/2025
<i>Internal End Date</i>	04/30/2025	<i>General End Date</i>	04/30/2025

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Jennifer Zamora	<i>Title</i>	Executive Assistant
<i>Location</i>	Gladstone School District Office	<i>Phone</i>	503-650-2777
<i>Email</i>	zamoraj@gladstone.k12.or.us		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Certified Survey
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