

GRESHAM-BARLOW SD 10J 2019-2020 Administrative - Principal - High School (GHS) (2594)

JOB POSTING

Job Details

Posting ID **2594**

Title **2019-2020 Administrative - Principal - High School (GHS)**

Description

**Principal - High School
Gresham High School
240 days, Probationary Contract
1.0 FTE
Projected Start date: Approximately July 1, 2019.
Exact date to be determined by the District**

Compensation: 2018-2019 Salary Schedule \$117,195 - \$129,393

Qualifications: State of Oregon Administrative License and current First Aid Card.

In-district and Out-of-District Applicant Deadline: Open until filled. Apply through TalentEd Recruit & Hire

JOB DESCRIPTION

JOB TITLE: Principal - High School

Job Summary: The position of "Principal - High School" is done for the purpose of using leadership, supervisory, research, data and administrative skills for the overall direction, coordination, and evaluation of the assigned school for the educational development and high achievement for each student.

Essential Job Functions:

Instructional Leadership

- Provides for and demonstrates instructional leadership, a commitment to professional growth and maintains interest in and commitment to students, staff and the public
- Contributes to student learning by encouraging staff development, modeling of effective teaching strategies and administering a school curriculum for students based on needs and interest
- Evaluates and revises curricular and instructional programs in cooperation with appropriate district administrators; communicates with teachers to assure instructional programs meet student needs and district requirements
- Establishes a data-driven collaborative school improvement process annually that involves all stakeholders of the school and district leadership
- Creates a sense of urgency and takes immediate action to ensure early successes
- Communicates a clear vision of success and benefits to engage others
- Encourages learning and consistently provides instruction, expectations, feedback to encourage leadership and build capacity
- Consistently inspires excellence and promotes high morale
- Recognizes cause and effect between instructional activities and results

Impact and Influence

- Communicates effectively with the business and residential community and participates in civic activities and the enhancement of community partnerships
- Fosters a culture of learning, cultural responsiveness, and high expectations for every student and every adult
- Facilitates teacher collaboration to promote student and organizational success

- Engages stakeholders in developing, implementing, communicating, monitoring, and evaluating the school district mission and vision
- Attends, conducts, and chairs a variety of meetings with faculty, parents and community representatives; coordinates and meets with school site advisory groups; responds to and resolves parent, student and staff complaints; represents the school at Board, District and community functions
- Arranges for school-level public relations and publicity for special events and achievements as appropriate
- Demonstrates positive attitude toward job and remains a flexible and innovative team builder
- Promotes a widely shared institutional belief that every child deserves and can have expert instruction and that all team members must be advocates for students
- Sets high performance goals for themselves and others
- Establishes and monitors high standards for excellence with students, teachers, staff and other stakeholders.
- Establishes a culture of learning and achievement
- Acts to influence others' thinking and behavior to achieve results
- Identifies and engages stakeholders (e.g. parents, community) to drive consensus, build trust and facilitate change
- Anticipates and responds to stakeholder concerns and identify and engage key influencers and community resources necessary for success
- Effectively delegates to others and engages teams in decision-making

Leadership and Supervision

- Directs and supervises all curricular and extracurricular activities, student conduct, staff performance, school community relations, fiscal management and physical plant management to meet the district's and school's stated objectives, procedures and priorities in the assigned school
- Contributes to the quality of the staff by involving school personnel in the screening, selection and recommendation of the hire of licensed and classified staff members
- Assigns staff as appropriate to meet school objectives
- Provides for quality supervision of staff by evaluating individual staff performance based on district criteria and standards
- Relates to students with respect while carrying out a positive and effective discipline policy
- Assures the health, safety and welfare of students, staff and the public
- Motivates employee performance and enhances morale
- Facilitates the leadership of the school Site Council
- Oversees attendance, behavior management, counseling, guidance and other support services; oversees the provision of individual academic and personal counseling to students and parents
- Assures proper management, maintenance and inventory of materials, equipment, buildings and grounds
- Assures the efficient and accurate preparation and monitoring of the school budget by involving staff and parents in setting budget priorities that are consistent with school and district goals
- Interprets and enforces district policies, state and federal laws
- Implements and monitors special programs
- Coordinates a variety of campus events
- Manages licensed and classified contracts at site level
- Acts as a contributing member of district wide committees
- Serves as a member of the district's law enforcement unit
- Prepare correspondence, bulletins and other communications on behalf of the school
- Directs the preparation and maintenance of a variety of district, county, state and federally mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and certification for graduation
- Directs the maintenance of comprehensive files pertaining to school personnel, plant facilities, inventories, financial information and contracts; directs the maintenance of student and staff records at the site
- Ensures that the high school meets all OSAA and NFHS policies for student participation and coaching certification

- Promotes fund-raising and grant applications for the site and for the District
- Aligns school resources and prioritizes activities to achieve maximum results based on vision and goals
- Consistently identifies potential issues and obstacles and proactively takes action to create and implement solutions

Other Job Functions:

Essential Job Requirements – Qualifications:

- Experience Required:
High school teaching and five years of administrative experience preferred
- Education Required:
Master's Degree
- Skills, Knowledge and/or Abilities Required:
 - ❖ *Skills* to motivate students and staff, communicate with individuals from varied educational and cultural backgrounds, direct personnel, evaluate performance, effectively supervise and train personnel
 - ❖ *Knowledge* of age appropriate teaching methods, state curriculum framework, education law, appropriate instructional subjects, labor relations law and contracts, facility requirements, budget preparation and control, district policies and administrative regulations
 - ❖ *Abilities* to perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedules and deadlines. Significant physical abilities include standing and walking for prolonged periods, lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision
 - ❖ Prompt and regular attendance
- **Licenses, Bonding and/or Testing Required:**
 - ❖ Oregon Administrative License
 - ❖ Criminal Justice fingerprint clearance
 - ❖ Cardiopulmonary Resuscitation and First Aid Certificates

Gresham-Barlow School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Gresham-Barlow provides equal access to individuals with disabilities.