

# Forest Grove School District 15

## Elementary Principal (844)

### JOB POSTING

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#### Job Details

Posting ID

844

Title

Elementary Principal

Description

- This posting will close at 5:00 pm on Monday, January 28, 2019
- Interviews will be held on Wednesday, February 6, 2019
- Location: Fern Hill Elementary School
- Position start date: July 1, 2019
- Number of contract days: 220 days
- Salary range: \$107,494 - \$119,438
- Administrator License required
- Bilingual (English/Spanish) preferred

**JOB TITLE: ELEMENTARY PRINCIPAL**

#### **POSITION SUMMARY:**

The job of Elementary School Principal is charged with complete administrative responsibilities for operations of the school, including: coordinating site activities, representing the school within the community, addressing situations and resolving problems and/or conflicts that could negatively impact the school. The Principal is responsible for managing all activities at a designated school including: instruction, scheduling of classes, assignment of employees at the school and the evaluation of their performance, staff development, implementation of district policies and procedures, community relations, extracurricular activities, and budget development and implementation. This position reports directly to the Superintendent or designee.

#### **ESSENTIAL RESPONSIBILITIES:**

- **Supervises** instructional program at the school. Promotes improvement in the school's curriculum. Evaluates the effectiveness of existing instructional program and works with teachers and the Director of Curriculum and Instruction to improve instruction in the school
- **Attends** and supervises school sponsored activities
- **Promotes** effective discipline and a positive teaching-learning environment within the school
- **Provides** professional development trainings on site to support district initiative and instructional improvement
- **Leads** a school culture conducive and focused on continuous improvement for students and staff
- **Chairs** meetings (i.e. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives
- **Composes** a wide variety of materials (i.e. quantity reports, student activities, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information
- **Evaluates** assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized
- **Facilitates** communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflict
- **Implements** policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements
- **Manages** school administrative functions (i.e. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines

- **Presents** information (i.e. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls
- **Represents** the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment
- **Supervises** instructional personnel (classified and licensed) for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of school's curriculum

#### OTHER RESPONSIBILITIES:

- **Maintains** consistent and predictable attendance to meet the requirements of the position
- **Performs** other duties as assigned

#### MINIMUM QUALIFICATIONS

##### Education and Experience Required

A minimum of a Master's degree in an appropriate field of education.

##### Skills

Ability to communicate effectively and professionally in English, both orally and in writing, with staff, parents and the public. Bilingual (English/Spanish) is preferred but not required. Ability to work individually and in partnerships with a minimum of direction. Ability to establish and maintain cooperative and effective working relationships with others. Ability to demonstrate interpersonal skills using tact, patience, and courtesy. Ability to deal with students and parents in often difficult circumstances. Maintain high visibility at school and in the community and hold high expectations for students and staff. Work well with others from diverse cultures and backgrounds. Ability to solve practical problems and deal with a variety of concrete variables in situations. Strong organizational skills; ability to prioritize. Maintain integrity of confidential information relating to students, staff, or district patrons.

##### Knowledge

Strong knowledge of curriculum and instruction. Knowledge of age appropriate teaching methods, state curriculum framework, education code. Knowledge of Oregon laws and school reform. Knowledge of team/house concept.

##### Abilities

Demonstrates command of oral and written English language. Positive team approach to leadership and management. Ability to work collaboratively and establish and maintain effective working relationships with co-workers. Ability to motivate, direct and support staff. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job. Ability to work harmoniously with others.

##### Licenses, Certifications, Bonding, and/or Testing Required

Holds an administrative license from Teacher Standards and Practices Commission in the State of Oregon. Additionally, a current teaching license from Teacher Standards and Practices Commission in the State of Oregon is preferred.

#### PHYSICAL REQUIREMENTS

1. **In an eight-hour day employee may:**
  - Stand/Walk  None  1-4 hrs  4-6 hrs  6-8 hrs
  - Sit  None  1-3 hrs  3-5 hrs  5-8 hrs
  - Drive  None  1-3 hrs  3-5 hrs  5-8 hrs
2. **Employee may use hands for repetitive:**
  - Single Grasping  Pushing and Pulling  Fine Manipulation
3. **Employee may use feet for repetitive movement as in operating foot controls:**
  - Yes  No
4. **Employee may need to:**
  - Bend  Frequently  Occasionally  Not at all
  - Squat  Frequently  Occasionally  Not at all

- Climb Stairs  Frequently  Occasionally  Not at all
  - Lift  Frequently  Occasionally  Not at all
5. **Lifting:**
- Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
  - Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
  - Medium Work: Lifting 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
  - Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
  - Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

This job description is not intended to be and should not be construed as an all inclusive list of responsibility, skill or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, and or remove duties and assign duties as necessary that still reflect the essential functions of the department.

**The Forest Grove School District is an equal opportunity employer and provides services to the public on an equal opportunity basis and does not discriminate in employment or the provision of public services on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, citizenship or marital status.**

<i>Shift Type</i>	<b>Regular</b>	<i>Salary Range</i>	<b>\$107,494.00 to \$119,438.00</b>
<i>Salary Code</i>	<b>Annual</b>	<i>Job Category</i>	<b>Administrative</b>
<i>External Job Application</i>	<b>Middle School Principal</b>	<i>Internal Job Application</i>	<b>Middle School Principal</b>
<i>Location</i>	<b>Fern Hill Elementary School</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>01/07/2019</b>	<i>General Start Date</i>	<b>01/07/2019</b>
<i>Internal End Date</i>	<b>01/28/2019</b>	<i>General End Date</i>	<b>01/28/2019</b>

**Job Pools**

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

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

<i>Automatically Send Reference Check</i>	<b>No</b>	<i>Reference Check Form</i>
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