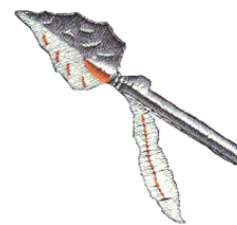




SCAPPOOSE SCHOOL DISTRICT 1J  
33590 SE High School Way  
Scappoose, OR 97056



## POSITION DESCRIPTION

### **Principal**

### **Secondary School**

Revised Date: October 2016

**Range Assignment: Grades 7-12**

**Reports to: Director of Curriculum & Assessment and Secondary Education**

#### **Qualifications:**

- Appropriate Oregon Administrator Certificate
- Masters Degree with specialization in Educational Administration
- 7-12 Teaching Experience
- Such an alternative to the above requirements that the Board may find appropriate for specific school assignment
- Ability to effectively work and communicate with students, parents and school personnel
- Maintain integrity of confidential information relating to students, staff or District patrons

#### **General Duties:**

The principal is the chief administrative leader of the school, and as such assumes full responsibility for all aspects of the school program. The principal will use necessary leadership, supervisory and administrative skills so as to promote the educational development of each student to his/her fullest potential. Use of independent judgment and decision-making is required in matters not having established rules, regulations or policies.

#### **Job Goals:**

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.

#### **Performance Responsibilities:**

ESSENTIAL DUTIES AND RESPONSIBILITIES *Other duties may be assigned.*

- Demonstrate instructional leadership to include regular classroom visits and place emphasis on personal involvement in instructional programs
- Identify student and program needs; develop goals and objectives, implement and evaluate programs

- Implement Board policies and administrative rules and regulations relating to the schools
- Establish student, staff and parent councils as necessary to assure communication among the various school and community groups and provide a systematic avenue for the discussion of school programs, practices and policies by all interested people in these groups
- Devise plans and execute training programs which assure safe conduct of students and staff for fire, earthquake and/or other emergencies which may arise
- Interacts with students in a constructive manner to encourage each individual to perform at their highest level.
- Demonstrate skill and leadership in the management of building personnel
- Assigns teachers to classrooms and students to classes.
- Evaluates performance and effectiveness of programs and staff.
- Develop and implement professional development systems to support the development of school employees including, but not limited to, collaborative learning groups such as PLCs
- Encourage constructive and professionally sound instructional research by teachers in the use of new methods, materials and content
- Administer those provisions of the negotiated agreements which are applicable at the building level
- Provide a system to assure that the safety and health needs of students are met in a timely manner
- Maintain high ethical standards in all situations and maintain confidentiality
- Maintains relations with parents, parent groups, school volunteers and outside agencies.
- Establish and maintain positive public relations with school and District patrons
- Participates in district-wide activities, inservices, committees, as appropriate.
- Implements policy and procedure changes from the Board or the State and Federal level, at the building level.
- Prepares the school budget, works with the Business manager on budgeting/purchasing. Demonstrate fiscal responsibility
- Establishes priorities for educational materials to meet the needs of students and teachers with allowable anticipated funds.
- Works with District Office personnel to coordinate processes for the effective functioning of the school.
- Maintains current information on legal/financial developments of educational legislative reforms.
- Develop and implement procedures for the security of the building
- Maintains current educational/administrative certificate by meeting required course work.

#### SUPERVISORY RESPONSIBILITIES:

Manages employees in the middle/high school. Is responsible for the overall direction, coordination and evaluation of this unit.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Skills:**

**Language skills:** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public

**Mathematical skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry

**Reasoning ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

**Other skills and abilities:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Physical Requirements:** *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.*

**Physical requirements for essential responsibilities:**

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

N/A – Not Applicable

<b>Physical Requirements</b>	<b>N/A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Stationary Standing	X				
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling			X		
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Climbing (stairs)			X		
Climbing (ladder)			X		
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	

Repetitive use hands squeezing				X	
Fine manipulation				X	
Using foot control	X				
*Pushing/pulling Max weight: 40 lbs		X			
**Lifting/Carrying Max weight: 40 lb		X			
*items typically moved: chair, table, box					
** Items typically lifted: paper, book, binder, text books					

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

**Terms of Employment:**

Contract for 225 days. Benefits per the Administrative Compensation Plan.

I have reviewed the above position and understand its contents.

I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

**Name (print)** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_