



HIGH SCHOOL PRINCIPAL

Objectives

- Achieve academic excellence and close opportunity and achievement gaps for students.
- Lead, encourage and support all members of the school staff.
- Communicate effectively and foster collaboration with all stakeholder groups, including students, families, staff members and members of the community.
- Establish and promote high standards and expectations for all students and staff.
- Maintain a safe and welcoming school climate and culture.

Position Summary

The high school principal serves as the instructional leader and chief administrator of the high school. The principal is responsible for implementing and adhering to all federal, state and district policies, regulations and procedures. Areas of responsibility include directing and administering all educational programs and activities, student supports, planning, curriculum development, program evaluation, student activities, personnel management, financial management, emergency procedures, resource scheduling, facilities operations, school climate and community relations for the building.

Supervisory Relationship

This position reports to the Director of Secondary Education. The high school principal directly supervises all staff employed at the facility including those performing contract work yet not employees of the district.

Distinguishing Characteristics

This position requires demonstrated expertise in educational programs, curriculum, pedagogy, professional development, and culturally sustaining instructional strategies. This position also requires directly related administrative experience to ensure success in a high school leadership role. This administrative experience includes the ability to lead collaboratively, support and promote diversity, foster a student-centered approach leading to student engagement and success, and the ability to create and maintain an emotionally healthy and physically safe school culture. This position has supervisory responsibilities for planning, assigning, supporting, and evaluating the work of licensed and classified employees. This position requires strong communication and relationship building skills with both internal and external stakeholders.

Essential Functions

1. Serves as the instructional leader and demonstrates collaborative leadership skills, capable of making tough decisions and leading a cohesive team.
2. Plans, designs, and conducts follow-through strategies for teaching and learning designed to meet the differentiated and individualized needs of students and the educational community.

3. Leads inclusive decision-making process to ensure the development of a comprehensive school improvement plan with annual student achievement targets, supported by parents, staff, and community members.
4. Oversees the school's performance evaluation systems to ensure that site goals and objectives are achieved, and that all staff adheres to district, state and federal standards and goals.
5. Establishes the master schedule for instructional programs, ensuring rigorous and articulated learning experiences aligned to state standards and required instructional hours.
6. Supervises the evaluation of all building staff, coordinates all staff development activities, and ensures professional development and support for all staff.
7. Ensures that the instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving and creativity, address the range of skills and developmental needs found in the classroom, encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
8. Serves as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the educational profession.
9. Uses data to guide data teams to identify and monitor student needs and growth, and collects and analyzes data to inform practice, develop new programs and make improvements to existing programs.
10. Plans, develops, organizes, and administers support systems which provide optimal educational opportunities for adolescent age students. Oversees a multi-tiered system of supports to meet individual student needs.
11. Empowers students, staff and parents to articulate and implement their goals and ideas.
12. Develops, implements and oversees budget planning and financial procedures in accordance with all laws, regulations, and policies.
13. Manages a safe and well-maintained facility, identifying needs and recommending additions, modifications, and services.
14. Manages, supervises, observes, and conducts staff professional development and staff training programs that encourage and grow leadership.
15. Confers with site and district staff in decision-making processes, and in the development of alternative approaches to addressing concerns and issues.
16. Assists in the development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements. Ensures compliance with all laws, administrative codes, board policies and regulations.
17. Establishes and maintains procedures for the resolution of conflict in an effort to maintain a high level of staff morale.
18. Responsible for managing, monitoring, auditing, and evaluation of school finances and specially funded programs.
19. Plans, develops, and provides, as required, management reports pertaining to the educational climate and the functions and activities of the school.
20. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Demonstrated commitment to educational equity and excellence for all students.
2. Possession of strong leadership skills.

3. Excellent ability to be a strong instructional leader and to develop culturally sustaining instructional and curricular initiatives.
4. Ability to motivate and collaborate with diverse stakeholders.
5. Unwavering evidence of strong integrity, good moral character and initiative.
6. Consistent usage of highly effective communications skills.
7. Evidence of being flexible, innovative, creative, straight-forward, fair and equitable.
8. Strong organizational skills and demonstrated ability to follow-through with tasks, plans and promises.
9. Ability to manage budgets and implement spending procedures.
10. Ability to interact with a broad and diverse population of internal and external stakeholders.

Minimum Qualifications

Education

- Master’s Degree in Education or related field and a valid Oregon TSPC Administrative License (or the ability to immediately obtain a license by the date of hire).
- Hold a valid driver’s license with no serious violations.

Experience

- Have a minimum of seven (7) years’ experience in teaching and working with adults or adolescents.
- Have at least two (2) years administrative experience as a principal, assistant principal or central office administrator. Administrative experience should include a record of effective educational leadership, demonstrated commitment to a positive learning environment, excellent communication skills, and a strong commitment to educational equity.
- Bilingual and bicultural skills and abilities are highly desirable.

ADDITIONAL INFORMATION	
Employee Unit	MAPS
Pay Grade	Grade 15
Developed by	Dr. Charis McGaughy – Assistant Superintendent for Instruction
Approved by	Cydney Vandercar, Director of Human Resources
Last revised	February 2017