

Springfield Public Schools

Elementary Principal - Full Time - Riverbend Elementary School (18-19 AD03)

JOB POSTING

Job Details

<i>Title</i>	Elementary Principal - Full Time - Riverbend Elementary School
<i>Posting ID</i>	18-19 AD03
<i>Description</i>	Springfield Public Schools seeks outstanding candidates for the position of full time Elementary School Principal for Riverbend Elementary School. Candidates must hold a current Oregon administrative license from Teachers Standards and Practices Commission (TSPC) and have demonstrated successful leadership abilities.

JOB SUMMARY

The Elementary School Principal serves as the instructional leader and chief administrator of the elementary school, responsible for implementing and managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment.

Achieving academic excellence and building capacity requires that the Elementary School Principal work collaboratively to lead and nurture all school staff and communicate effectively with parents, community stakeholders, and colleagues in other schools. Inherent in the position are the responsibilities for planning, understanding of curriculum & instructional leadership, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Creates and implements successful school improvement plans
2. Manages daily operation of school building
3. Uses multiple sources of data as a diagnostic tool to assess, identify and apply instructional improvement
4. Creates a climate of continuous learning
5. Actively engages the school community stakeholders to create shared responsibility for student and school success
6. Promotes academic success of all students
7. Appropriately counsels and disciplines students in compliance with district policy
8. Understands and monitors curriculum plans for all subjects
9. Organizes and attends staff meetings and various building-based teams
10. Serves as an instructional leader at both the building and District level
11. Writes and presents reports to school board meetings
12. Manages all safety protocols and procedures
13. Interviews job applicants and makes recommendations to the Director of Elementary Education
14. Plans and implements appropriate professional development aligned to District's vision and goals
15. Analyzes data and creates appropriate reports and action plans
16. Meets regularly with administrative staff, students, parents and building staff
17. Communicates effectively and regularly with the school board, Superintendent, district leadership, parents and students
18. Effectively and proactively manages conflict within the school building
19. Works collaboratively with parent stakeholder groups
20. Schedules and organizes student activities and state testing
21. Establishes and manages annual building budget within district guidelines, ensuring compliance with program requirements
22. Completes special projects as assigned by Director of Elementary Education

23. Hires, evaluates and coaches building staff as outlined by Human Resources
24. Follows and maintains knowledge of all District policy(ies) and procedures
25. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner
26. Maintains appropriate certifications and training hours as required
27. Complies with applicable District, state, local and federal laws, rules and regulations
28. Attends work regularly and is punctual
29. Performs other duties as assigned by the Director of Elementary Education consistent with the goals and objectives of the position

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Attends educational support meetings, including Individualized Education Plan (IEP) meetings, school board meetings and occasional district events
2. Monitors hallways and cafeteria; inspects facilities and campus for health and safety concerns
3. May be called upon to perform office duties and substitute teach as necessary
4. Assists teachers in developing and maintaining appropriate and effective teaching methods
5. Assists sick or injured students according to District policy
6. Supervises students at recess

SUPERVISORY RESPONSIBILITIES

Directs work of school-based classified and licensed employees, and evaluates according to District policy. Resolves grievances and other employee relations issues, including discipline, by working closely with human resources; disciplines employees appropriately. Supervises students and assists in maintaining a safe environment.

QUALIFICATIONS

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.

Education and/or Experience: Master's degree (M.A.) or equivalent and at least three (3) years successful teaching and leadership experience and/or training, or equivalent combination of education and experience, preferably at the elementary level.

Interpersonal Skills: Works well with others, focuses on solving conflict, maintains confidentiality, listens to others without interrupting; keeps emotions under control, remains open to others' ideas and contributes to building a positive team spirit. Demonstrated ability to lead and motivate staff.

Language Skills: Responds effectively, both verbally and in writing, in English to the most sensitive inquiries or complaints from students, parents, regulatory agencies or members of the community. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to the district leadership and school board members. Ability to read, analyze and interpret the most complex written documents. Ability to write speeches and articles for publication which conform to prescribed style and format.

Computer Skills: General knowledge of computer usage and ability to use database software, e-mail, internet software, teaching software, and word processing software.

Other Skills and Abilities: Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of young children. Possess knowledge of effective behavior management methods. Ability to delegate responsibilities and meet time lines.

Certificates, Licenses, Registrations: Certificates as determined by the District including but not limited to Oregon Educational Administrative License issued through the Teachers Standards and Practices Commission (TSPC) and valid Oregon driver's license.

Note: This is not necessarily an exhaustive or all inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise of guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Salary Range: \$87,966 – 108,996 plus a generous benefit package

Posting Begins: Thursday, April 12, 2018

Application Review Begins: Thursday, May 3, 2018

Position Begins: Monday, July 2, 2018

TO APPLY

All our postings/applications go through TalentEd Recruit & Hire. Go to www.springfield.k12.or.us and click on the "Jobs" button. Locate the words "Applicants Get Started Now! Click Here" and click on the link, which takes you to TalentEd Recruit & Hire.

Incomplete applications may not be considered. A complete application includes the following:

- Current resume
- Complete application form through TalentEd Recruit & Hire including criminal history, drug-screen consent and affirmative action information forms
- Complete set of college/university transcripts (unofficial accepted with application; official transcripts needed if hired)
- At least three current letters of recommendation from persons qualified to comment on your skills, abilities, and/or preparation for the position
- Copy of current Oregon Administrative License certificate through TSPC

For more information, visit our website at www.springfield.k12.or.us/jobs.

Shift Type

Full Time

Salary Range

\$87,966.00 - \$108,996.00 / Annual

Location

RIVERBEND ELEMENTARY SCHOOL

Applications Accepted

Start Date

04/12/2018