

Springfield Public Schools

Principal – Academy of Arts and Academics Magnet High School (18-19 AD05)

JOB POSTING

Job Details

<i>Title</i>	Principal – Academy of Arts and Academics Magnet High School
<i>Posting ID</i>	18-19 AD05
<i>Description</i>	Springfield Public Schools seeks outstanding candidates for the position of full time Principal at the Academy of Arts and Academics (A3) Magnet High School in downtown Springfield. The primary purpose of the position of Magnet High School Principal is to serve as the instructional and climate leader of the school and, as such, be responsible for the organization and supervision of the school's educational program, operation of the school facility, participation in staff and student activities, and establishment of effective community relations.

Essential Job Functions:

- **Establish** and **maintain** an effective culturally competent learning climate in the school
- **Provide** leadership in the development of the instructional program, based upon current research on effective secondary and magnet/arts/health science programming.
- **Evaluate** and revise curricular and instructional programs in cooperation with staff and appropriate district administrators
- **Facilitate** communication between staff, students and parents for the purpose of evaluating situations, solving problems and/or resolving conflicts
- **Communicate** with staff to assure instructional programs meet student needs and district requirements
- **Create** and implement successful school improvement plans
- **Administer** the school and its instructional program in all its facets
- **Assist** in supervising all support services, including custodial, security, and nutrition services
- **Ensure** crisis response protocols are widely shared and school staff are trained consistent with District processes
- **Assist** the guidance program to enhance individual student educational growth and development
- **Supervise** the school staff and be responsible for the recruitment, screening, hiring, training, assigning, and evaluation of the staff, both licensed and classified
- **Evaluate** both classified and licensed staff according to procedures and timelines outlined by the district
- **Assist in developing the discretionary budget for the school.** Work with financial services to ensure district policies and procedures are operating in compliance.
- **Assure** proper management, maintenance and inventory of materials, equipment, buildings, and grounds
- **Utilize** all resources of the school and the community in developing the most effective educational system
- **In cooperation with the District's Communications department, develop and support** a community relations program with parents and local community groups as a means of interpreting and furthering school programs and encourage parent and community participation in the school's program(s)
- **Interpret** and **implement** board policies, administrative regulations, and negotiated agreements
- **Develop** and provide inservice programs for the staff's professional development and growth including understanding and compliance with district and state policy and procedures
- **Initiate, design, and implement** programs to meet specific needs of the school and its students
- **Organize** and **attend** staff meetings
- **Promote** a positive, caring climate for learning; deal sensitively and fairly with persons from diverse cultural backgrounds; and communicate effectively with students, staff and parents
- **Participate** in professional growth to improve skills related to current and future job assignment
- **Relate** to students with respect while carrying out a positive and effective discipline policy and set of practices for student behavior
- **Develop** school plans and organizational procedures for the health, safety, discipline, and conduct of students as established by district policies and procedures
- **Ensure** that all school activities are adequately planned and supervised

- **Analyze** data, and **prepare** and **supervise** the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration
- **Other** duties as assigned

Other Job Functions:

- **Confer** with district office representatives to determine building needs
- **Cooperate** with other principals and district administrators in determining the allocation of district funds for instructional purposes; work with high school staff to determine need and allocate funds on basis of need and equality
- **Collaborate** with school stakeholders and community to design instructional and distributive leadership model as school transitions from charter school to district magnet high school
- **Plan** new employee orientation activities at the building level
- **Attend** regularly scheduled School Board meetings as needed

Job Requirements/Qualifications:

- **Experience Required:** Five years' experience as a building teacher and or administrator at this specific grade level.
- A minimum of two (2) years of successful school administrative leadership experience in an educational setting with demonstrated results in improving the academic performance of students.

Skills, Knowledge and/or Abilities Required:

Skills to facilitate goal setting for instructional improvement. Skill in the development and implementation of programs to assist employees in successfully reaching personal and professional goals. Demonstrated effective, interpersonal relationship skills in working with students, parents, teachers, support staff and administrators, as well as business and community groups. Excellent written and verbal communication skills including effective facilitation of meetings. Exhibit high level of personal and professional integrity and ethics.

Knowledge of current research and best practices being used in secondary schools, current graduation requirements and state testing, and skill in discussing problems of mutual interest with others in the field of school improvement and in performance-based educational programs.

Ability to serve as a leader-coach to building level administrators and to develop collaborative consensus-building in groups; to maximize resources to achieve results and build programs.

Ability to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain accurate records, establish and maintain cooperative working relationships with students, parents, other school personnel; meet schedules and deadlines. Prompt and regular attendance. Significant physical abilities include standing and walking for long periods of time, lifting/carrying, reaching/handling, talking/hearing conversations, and near/far visual acuity/depth perception/visual accommodation.

Terms of Employment: Position begins July 2, 2018 for 227 days per year with opportunities for extended contract dates in the summer as identified to support school needs.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of professional personnel.

Education/Licenses Required: Master's Degree. Current Oregon Teachers and Standards Practices Commission issued Administrative License. Have a valid driver's license and evidence of insurability, and Criminal Justice fingerprint clearance.

Shift Type

Full Time

Salary Range

\$92,031.00 - \$114,031.00 / Annual

Location

ACADEMY OF ARTS & ACADEMICS MAGNET HS

Applications Accepted

Start Date

05/04/2018

End Date

05/20/2018