



### **PURPOSE:**

Use of leadership, supervisory and administrative skills to manage assigned school to promote the education development of each student.

### **REPORTS TO:**

- Director

### **QUALIFICATIONS:**

- Three years teaching experience at the appropriate level and appropriate Oregon Administrative Credential.

### **ESSENTIAL FUNCTIONS:**

- Supervision and Evaluation of Licensed and Classified Staff
- Student Performance
- Public Relations
- Community Liaison
- Team Development
- Instructional Leader

### **PHYSICAL REQUIREMENTS:**

- Requires prolonged sitting or standing.
- Occasional stooping, bending and reaching.
- Requires some travel.

### **GENERAL RESPONSIBILITIES**

Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.

Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities and discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, board policies and civil regulations.

- Interpret and administer the programs, philosophy and policies of the state and the district to the staff, students and the community at large.
- Establish and maintain channels for communication and interaction between administration, staff, students and parents.
- Assess and monitor the needs of students and the community and implement changes in schedules, curricular offerings and program(s) to meet those needs.
- Coordinate the development and maintenance of the yearly budget.
- Utilize the district guidelines to provide adequate accounting methods to ensure budget control.
- Perform staff evaluations and coordinate related in-service for the improvement-of instruction.
- Provide consult and leadership to individual students and student groups. Assist in the recruitment, screening, hiring and assigning of certificated and classified personnel.
- Coordinate the development and maintenance of accurate up-to-date inventories of equipment and supplies.
- Develop and maintain faculty and student handbooks to assist in the implementation of Board policy.
- Develop and administer a system dealing with student discipline that will ensure each student an equal right to learn.
- Plan, develop implement and evaluate Planned Course Statements and goals for all courses offered.



# Eagle Point School District 9

## Job Description – High School Principal

- Coordinate maintenance and cleaning of the building and facilities to ensure adequate service for the maximum number of years and to provide a safe and healthy environment for our students and staff. All school facilities should be inspected once a week.
- Coordinate curricular and extra-curricular/extra-duty assignments to provide the best possible over-all educational opportunities and supervision for our students.
- Approve and schedule all facility use requests by other schools or community groups.
- Coordinate athletic programs and policy in all areas involving students.
- Manage accounting and disbursement of student body funds.
- Perform such other tasks and assume other responsibilities as may be required to ensure an educational program that is beneficial to all students.
- Perform such other tasks and assume such other responsibilities as may be assigned by the Director or the Superintendent.
- Establish and maintain harmonious relationships with students, fellow employees, and the general public.
- Maintain and communicate short and long term vision, mission and goals.
- Organize the school to fulfill the District's vision, mission and goals for student success.
- Organize the school to ensure the safe operation for students and staff.
- Ensure that high quality instruction takes place in all classrooms every day.
- Manage budget to insure that programs receive the necessary tools and supplies to fulfill their functions.

Principals must have strong critical reading and writing skills as they need to be able to read and analyze reports, dis-aggregate data and write reports and memorandums.

Principals at all levels must have the ability to motivate staff, have a broad knowledge of a variety of content areas and methodology and be able to analyze data to identify school strengths and weaknesses, planning accordingly.

Principals must be familiar with the values and mores of the community in which they will serve, and develop liaisons within the community to foster the development of positive community relations.

### **RATE OF PAY:**

According to Salary Schedule

*This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Board Adopted: August 14, 2013*