



**JOB TITLE:** Principal  
**EVALUATED BY:** Superintendent  
**FLSA STATUS:** Exempt  
**REPORTS TO:** Superintendent

**JOB SUMMARY:**

Under the direction of the Superintendent, plan, organize, control and direct the instructional programs, operations, school site and personnel for a district school site; assure safe and positive learning environment for the students and staff.

This position exists to perform a highly responsible leadership role, to achieve goals inclusive of promoting high student academic achievement. This position requires demonstrated skill and competence in leadership, supervision and administration.

**QUALIFICATIONS:**

Any combination equivalent to: Master's degree in a related field and five years of classroom experience. Must possess appropriate instructional experience competencies for the particular position grade level(s).

**LICENSES AND OTHER REQUIREMENTS:**

Valid Oregon Administrative License.  
Valid Oregon driver's license.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plan, organize, control and direct instructional activities, special programs and school site operations; confer with District Office personnel regarding staff, programs, students, finances and legal requirements; implement and modify the school's mission, goals, objectives and programs as needed.
2. Develop and lead school academic improvement plan designed to increase student achievement using the best practices in curriculum design, instruction, and assessment. Collaboratively develop a learning organization that meets the needs of students with school, district, and community resources and priorities.
3. Direct the evaluation and revision of curricular and instructional programs in cooperation with appropriate District administrators; communicate with teachers to assure instructional programs meet student needs and District requirements; analyze data and develop and implement plans for instructional improvement growing out of program assessment.
4. Demonstrate and promote values, beliefs, and attitudes that achieve the goals of the school and district; establish positive school-community relations that assist staff in achieving district and/or building goals.
5. Practice and promote ethical standards of democracy, equity, diversity, and excellence and promote communication among diverse groups.

6. Supervise and evaluate the effectiveness of the licensed and classified staff; direct and participate in a planned program of formal and informal classroom visitations and observations; recommend progressive discipline, reassignment or termination action as appropriate.
7. Develop and exemplify positive interpersonal relations among teachers, students, staff, and other personnel.
8. Collaboratively participate in the design and implementation of a professional staff development program that includes every staff member; engaging staff in an ongoing study of current best practices and relevant research and demographic data, and analyze their implications for school improvement. Update staff on revised policies and procedures and implement changes.
9. Facilitate the work of school-based decision making groups, including professional learning communities and school site council.
10. Recruit, interview, select, direct, evaluate and supervise licensed and classified personnel; assign faculty and staff as appropriate to meet school objectives.
11. Manage the school in accordance with statutes, administrative rules, the school district mission, policies, and collective bargaining agreements; enforce applicable State and District codes, policies and laws; administer District and school site discipline and intervention policies and safety programs.
12. Plan and direct the business operations of school; develop and administer site budgets; assure proper allocation of funds for instructional and non-instructional equipment and materials. Prepare site budget and manage school financial resources to meet established priorities.
13. Establish, coordinate and maintain communication with community and parent groups and other officials; prepare and write correspondence, bulletins and other communications on behalf of the school; arrange for school-level public relations and publicity for special events and achievements as appropriate. Assure that parents are informed of students' progress through continuous communication.
14. Supervise or schedule the supervision of students on campus before and after school, during lunch, recess and other activities; monitor, direct and discipline students according to established guidelines.
15. Oversee attendance, behavior management, counseling, guidance and other student support services; provide individual academic and personal counseling to students and parents.
16. Attend, conduct and chair a variety of meetings with faculty, parents and community representatives; attend IEP and other meetings as necessary; respond to and resolve parent, student and staff complaints and concerns; represent the school at Board, District and community functions.

17. Coordinate the maintenance and operations of the school site; assure proper management, maintenance and inventory of materials, equipment, buildings and grounds; assure the health, safety and welfare of students.
18. Direct the preparation and maintenance of a variety of District, County, State and federally-mandated records and reports regarding student attendance, welfare, discipline, safety, academic achievement and others as directed.
19. Direct the maintenance of comprehensive files pertaining to school personnel, facilities, inventories, financial information and contracts; direct the maintenance of student and staff records at the site.
20. Contribute to the district leadership in a responsible and collaborative manner resulting in creation and maintenance of a strong school district; collaborate and communicate with the superintendent on school activities and problems; take ownership for decisions affecting the school site and the school district.
21. As an administrative team member, create and lead a district-wide education initiative commensurate with the administrator's individual subject matter experience and expertise.
22. Keep up-to-date of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing items of mutual interest with others in the field.
23. Operate a computer and other office equipment as assigned; drive a vehicle to conduct work.
24. Perform related duties as assigned.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

To perform this job successfully, the individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **KNOWLEDGE OF:**

Comprehensive organization, activities, goals and objectives of a District school.

School law administration and applicable sections of the Oregon Revised Statutes and other applicable laws.

Pedagogy for development of curriculum and assessment that supports student learning State and local curriculum requirements.

Board and District policies, procedures and regulations.

Labor relations law and employee contracts.

State school facility requirements.

Budget preparation and control.  
Principles and practices of administration, supervision and training.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Public speaking techniques.  
Basic computer operation.

**SKILLS:**

Strong and collaborative leadership with an honest, transparent, and inclusive style that supports high student outcomes and educational excellence  
Demonstrated skill in staff recruitment, development, supervision, and evaluation  
Outstanding and visible communication skills with the ability to welcome interaction with all members of the school community (students, teachers, families) and community at large to advance the school's mission/vision

**ABILITY TO:**

Plan, organize and direct the operations, site and personnel of a District school.  
Organize, direct, evaluate and supervise assigned licensed and classified staff.  
Direct activities regarding personnel, the physical site, budget, curriculum, instruction, communications and articulation.  
Inspire excellence in others.  
Establish and maintain open communication with the community.  
Train, supervise and evaluate licensed and classified personnel.  
Plan and direct the budget and business operations of the school.  
Establish, coordinate and maintain communication with community and parent groups.  
Plan, implement, direct and evaluate instructional programs in accordance with district guidelines.  
Plan and organize work.  
Analyze situations accurately and adopt an effective course of action.  
Complete work with many interruptions.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Communicate effectively both orally and in writing.  
Prepare and deliver oral presentations.  
Maintain consistent, punctual and regular attendance.  
Hear and speak to exchange information and make presentations.  
See to monitor students and read a variety of materials.  
Move hands and fingers to operate a computer keyboard.  
Sit or stand for extended periods of time.  
Bend at the waist, kneel or crouch.

**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

**WORK ENVIRONMENT:**

Primarily office/school environment; may be in outdoor environment; may be exposed to weather conditions; constant interruptions; may drive a vehicle to conduct work.

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 the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to blood borne pathogens.

**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 or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job. When duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Prepared By: Ashland School District	Prepared Date:
Reviewed By:	Review Date:
Adopted:	

I have read and understand this job description.

**Signature:**

**Date:**

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