



Greater Albany Public Schools

High School Principal

Salary Level: \$132,768.25 - \$146,587.30

Reports to: Level Director

Work Calendar: 233 days

Classification: Administrator

Location: South Albany HS

Greater Albany Public Schools (GAPS) mission is “Building Bridges to Lifelong Learning and Brighter Futures.” We strive to realize that mission for every child and adult, every day. Because of our commitment to that mission, GAPS is a great place to work and live.

An easy drive to Eugene, Corvallis, and Salem, and less than ninety minutes from Portland, Albany offers a small town quality feel near urban amenities, magnificent natural resources, and the state's two major public universities (University of Oregon and Oregon State University). Residents enjoy easy access to the pacific coastline beaches, hiking and biking trails along the coastal mountain range, snowboard and skiing opportunities in the mountains to our east, and in its backyard the natural splendor of the Willamette Valley with its roving hills.

Research shows that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications as described.

Position Description

Under the general supervision of the Secondary Director, to provide leadership and supervision in administering the educational program of the High School in order to promote the educational development and achievement of students in accordance with Board of Education policies, administrative procedures, rules and regulations, and applicable law. To provide leadership in program development and improvement, as well as in professional staff development. Assists in Planning, leading and administers the operation of a high school within federal, state and District guidelines. Provides leadership and administration resources to ensure the highest levels of instruction, teaching and learning, and support to staff to enable optimum performance in achieving the best possible opportunities for students' growth and development.

Responsibilities:

- Develops and administers school programs consistent with school district goals and objectives.
- Provides leadership and direction to staff with regard to the ongoing evaluation and improvement of educational programs, including curricular and extracurricular activities.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.
- Ensures that Board policies and procedures are implemented and followed at the school.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
- Organizes and maintains a system for accurate and complete record-keeping and reporting for all student activities, attendance and records as required by law.

- Coordinates the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices.
- Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Coordinates with the central office in recruitment and selection of employees, the proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
- Organizes and conducts regular meetings with teachers for continuing development of instructional techniques.
- Involves staff in the evaluation of programs and the planning of new programs.
- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct conforms with the school's standards and school district policies.
- Supervises and evaluates teaching staff and other building employees in accordance with the school district's evaluation plan, and makes recommendations regarding goals, areas needing improvement and continued employment.
- Organizes and manages the budgetary and financial affairs of the school consistent with school district policies.
- Serves as the instructional leader and operational manager of a high school facility.
- Ability to communicate effectively in both written and verbal formats to different audiences for a variety of purposes.
- Plans, designs and implements culturally responsive instructional strategies tied to curriculum development, and implements instructional programs and activities designed to meet the unique needs of students and the educational community. Works closely with the school staff in identifying educational and instructional needs, and in developing long- and short-range plans to improve the instructional process.
- Plans, develops, organizes, and administers support systems designed to ensure that site goals and objectives are achieved, and that all levels of staff adhere to District, state, and national educational standards and goals. Plans, develops, organizes, and administers support systems which provide optimal educational opportunities for middle school age students.
- Confers and consults with school and District personnel, parents, and students pertaining to educational and behavior management problems and alternative solutions.
- Supervises students in a variety of settings in and around the school
- Develops and maintains a student behavior management system school wide in accordance with school and district standards and guidelines.
- Directs, supervises, observes, assesses, and evaluates personnel; establishes and maintains a positive team building and team management system.
- Confers with instructional and support personnel in developing alternative solutions to unusual or unforeseen problems.
- Participates in administrative activities at the direction of the supervisor/principal. These may include, but are not limited to budget development and oversight, master schedule development and maintenance, student scheduling, IEP oversight, mental health service delivery, etc.
- Is fully responsible for all aspects of the state of Oregon and Greater Albany Public School adopted administrator standards of performance.
- Assumes a leadership role in the functions and activities of site and District advisory committees and groups.
- Participant in the local community as well as the school district community.
- Perform other duties as assigned by the Secondary Director.

Knowledge, Skills and Abilities:

- Knowledge of current teaching methods and educational pedagogy, as well as differentiates instruction based upon student learning styles and behavioral management methods.
- Knowledge of High School curriculum and concepts.
- Knowledge of best practices in administration, program evaluation and staff supervision.
- Knowledge of data information systems, data analysis and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education.
- Ability to use computer network systems and software applications as needed.
- Ability to develop and implement projects.
- Effective verbal and written communication skills.
- Ability to communicate effectively with students and parents.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Minimum Requirements:

- Master's degree with minimum of five years of teaching experience
- Valid Oregon Administrator license
- Bilingual Spanish Preferred, not required
- Motor Vehicle Operator's License or ability to provide own transportation.
- Successful administrative experience at the High School level preferred

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. Frequent or prolonged sitting. Crouching to work with younger students. Possibly moderate to high noise level. Frequent and prolonged talking/listening in conversations/meetings. Requires accurate perceiving of sound. Requires handling and working with a variety of materials and objects. Work may occasionally involve lifting/carrying objects weighing 10-30 pounds. Possible exposure to bodily fluids due to student injury or illness. Possible exposure to bodily harm due to student behaviors.

Work Environment: 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. This position is primarily performed indoors in school buildings with outdoor instruction and supervision. This position involves working in close proximity to groups of children and adults. Evening and/or extended work hours may be required.

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 (or the position itself) at any time it deems advisable.

Employee Statement: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work. I have read and understand this job description.

I have read and understand this job description.

Signature: _____ **Date:** _____