

## **North Wasco County School District #21**

### **Administrative Job Posting**

#### **Job Information**

**Principal:** The Dalles Middle School

**Contract:** 225 Days - Salary: \$88,354 to \$96,720

**Benefits:** Medical, Dental, Vision, Disability & Life Insurance

**PERS:** Paid by the District

#### **Job Purpose Statement**

The school Principal serves as the educational leader of their assigned building. In the role of leader he/she is expected to lead by example to constantly seek to improve their knowledge base and practice. They must also be an effective manager, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the approved curricula and mission of the school and North Wasco County School District.

Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of the school staff hired by the Board of Directors and to communicate effectively with parents and students. Inherent in the position are the responsibilities for scheduling, curriculum and assessment development, extracurricular activities, personnel management, emergency procedures, and facility operations.

#### **Job Qualifications & Experience**

- Masters or Doctorate Degree in either Education or Administration;
- Valid Oregon TSPC Licensure - Administration;
- Administrative experience at the middle level preferred;
- Successful experience as an administrator leading change efforts;
- History of successful teaching experience in a K-12 setting.

#### **Brief Overview of Position**

- Successfully demonstrate the ability to lead effective change. Have the knowledge and skills necessary to bring about the needed transformation resulting in high academic achievement for all students over time;
- Demonstrates sound planning, fiscal management and budgeting skills;
- A child advocate with a record of bringing people together on behalf of children;
- Demonstrates the ability to work effectively as a member of an administrative team;
- Understands appropriate behavior management strategies including Positive Behavior Interventions and Supports; holds students and staff accountable;
- Demonstrates strong communication skills and communicates effectively;
- Active in the community; excellent skills in working with students, staff, fellow administrators, parents and community members;
- Demonstrates a high level of personal and professional honesty, integrity and ethics.

#### **Application Procedures**

- Applicants are to apply through Recruit and Hire. **Link to District Site:** <https://nwasco.tedk12.com/hire/index.aspx>
- **Application Questions: Contact Kara Robbins – Administrative Assistant for Human Resources**  
Phone: (541) 506-3420 Ext 1007 E-Mail: [robbsink@nwasco.k12.or.us](mailto:robbsink@nwasco.k12.or.us)
- **Questions regarding the District or Job Responsibilities: Contact Robert Dais – Director of Human Resources**  
Phone: (541) 506-3420 Ext 1007 E-Mail: [daisb@nwasco.k12.or.us](mailto:daisb@nwasco.k12.or.us)
- **Completed District Administrative Application – Recruit and Hire**
  - Letter of Interest
  - Current Resume
  - At least 3 Letters of Recommendation
  - Transcripts (non-official acceptable)
  - Copy of Oregon TSPC Administrative License