

HILLSBORO SCHOOL DISTRICT 1 J
JOB DESCRIPTION
Elementary Small School Principal

IMMEDIATE SUPERVISOR: Executive Director of Office of School Performance

GENERAL DUTIES

The principal is the chief administrative leader of the school, and as such assumes full responsibility for all aspects of the school program. The principal will use necessary leadership, supervisory and administrative skills so as to promote the educational development of each student to his/her fullest potential. Use of independent judgment and decision-making is required in matters not having established rules, regulations or policies. The principal is responsible directly to the Executive Director of Office of School Performance.

ESSENTIAL REQUIREMENTS

- A. A Master's Degree with additional specialization in educational administration
- B. Appropriate State of Oregon Certification for the position
- C. A minimum of five years teaching experience at the elementary level
- D. Such alternatives to the above qualifications as the Board may find appropriate for the specific school assignment
- E. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- F. Maintain integrity of confidential information relating to students, staff, or district patrons
- G. The ability to work harmoniously with others.

ESSENTIAL RESPONSIBILITIES

- A. Provide leadership in Curriculum and Instruction
 - 1. Demonstrate a leadership style to include regular classroom visits and places with emphasis on personal involvement in the instructional programs
 - 2. Identify student and program needs; develop goals and objectives, implement and evaluate programs
 - 3. Understand and promote sound principles of instruction
 - 4. Monitor implementation of State and District adopted curriculum and goals. Use program evaluation data as a basis to determine whether curriculum objectives are being met
 - 5. Identify annual building goals related to instructional improvement
 - 6. Plan and implement building in service activities consistent with building goals
 - 7. Serve as member/chair of building and District committees as appointed and/or as interests indicate

- B. Demonstrate skill and leadership in the management of personnel
 - 1. Develop and implement procedures to select and recommend the best qualified persons for employment
 - 2. Implement a plan for supervision and support which encourages staff growth, development and performance
 - 3. Assume responsibility for the evaluation of those employees assigned (those employees who only work in that building and others as agreed upon with other District supervisory staff).
 - 4. Identify staff whose performance is not consistent with District Performance Standards and develop appropriate plans of Improvement/assistance
 - 5. Delegate responsibility and authority to appropriate personnel to meet building needs
 - 6. Administer those provisions of the negotiated agreements which are applicable at the building level

- C. Implement and manage effective systems for students
 - 1. Provide a system to assure that the safety and health needs of students are met in a timely manner
 - 2. Insure the building Student Management plan is administered
 - 3. Manage student attendance within District Policy and the Oregon Revised Statute (339)
 - 4. Maintain high ethical standards in matters involving confidentiality

- D. Manage an effective school and community relations program
 - 1. Establish and maintain positive public relations with school and District patrons
 - 2. Practice effective two way communication with staff, students, parents and the community
 - 3. Communicate District and school goals to staff and public

- E. Demonstrate fiscal responsibility
 - 1. Develop budgets for the building consistent with the District budget guidelines
 - 2. Communicate building needs which impact the budget or are not within budgetary guidelines
 - 3. Manage building budget within the guidelines established by the District
 - 4. Account for all student body funds within the District guidelines or requirements

- F. Assume responsibility for the physical plant to which he/she is assigned
 - 1. Develop and implement building policies and procedures to ensure a safe and sanitary building environment

2. Identify maintenance needs and refer them according to established procedures
 3. Develop and implement procedures for the security of the building
 - 4.
 - 5.
- G. Perform related duties as may be assigned by the Superintendent or his/her designee
1. Manage the building operation consistent with District Policies, rules and regulations
 2. Participate in a variety of committees which encourage both personal and professional growth and which are of benefit to the District
 3. Work cooperatively with building and District personnel in program development
 4. Support administrative decisions and directives
 5. Demonstrate effective conflict resolution skills
- H. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

O – Occasionally (.5 – 2.5 hrs per day)

F – Frequently (2.5 – 5.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

NA – Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing					X
Walking (level surface)					X
Walking (uneven surface)				X	
Crawling		X			
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)			X		
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension		X			
Repetitive use arms		X			
Repetitive use wrists		X			
Repetitive use hands grasping		X			
Repetitive use hands squeezing		X			
Fine manipulation	X				
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved: _____

WORK PLACE EXPECTATIONS

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

Employee Name (print)

Date

Employee Signature

Date

Pay Grade: Administrator
Last Revised: May 2010