

Yoncalla School District No. 32

Administrative Office

P.O Box 568 - Yoncalla, Oregon 97499

Phone: (541)849-2782

Fax: (541) 849-3162

JOB DESCRIPTION

TITLE: Elementary Principal (PK-6)

REPORTS TO: Superintendent

PURPOSE

To use leadership, supervisory, and administrative skills so as to promote the educational development of each student.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Attend all school board meetings, special events held to recognize student achievement, school-sponsored activities, functions, and athletic events.
2. Administer the school and its instructional program in all its facets.
3. Assist in the recruiting, screening, hiring, training, assigning, and evaluation of the school's professional staff.
4. Evaluate the teachers under his/her supervision, covering such areas as classroom performance, teaching skills, professional behavior, personality factors and character according to the evaluation procedure approved by the district board.
5. Involve the school's licensed staff in his/her continuing appraisal and evaluation of the evaluation program. Work cooperatively with the teaching staff and the school community for the best interest of the student and look upon supervision as a cooperative process involving classroom teachers.
6. Be responsible for the supervision of all administrative details relating to classified personnel assigned to the building and for their work. Evaluate the service of such employees under his/her supervision at least once each year.
7. Be responsible for the improvement of the school's curriculum and for planning and adopting the course of study and materials of instruction to the needs and interests of the students.
8. Prepare an estimate of the needs of the schools for the annual budget. Be responsible for requisitioning, with budget limitations, in the manner established: supplies, textbooks, equipment, and all materials and service necessary for the safe and efficient operation of the school. Be responsible for all moneys collected in the school.
9. Be responsible for the health, safety, and welfare of the students and staff members in his/her building.
10. Keep the superintendent informed of the school's activities and problems.
11. Maintain active relationships with students, staff members, and parents.
12. Maintain high standards of student conduct and enforce discipline as necessary, according due process to the rights of students.
13. Establish guides for proper student conduct and maintaining student discipline.
14. Maintain and control the various local funds generated by student activities.
15. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
16. Provide for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
17. Maintain cooperative relationships with students, staff, administrators, and parents.
18. Perform other duties as assigned.
19. Maintain regular and dependable attendance.

QUALIFICATIONS

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

- **Education and/or Experience:** Valid Oregon administrator's license for principal; maintain current first aid card; must be able to speak, read, and write English fluently.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Ability to work as part of a multidisciplinary team. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with students, staff and the public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions in one-on-one, small group situations to students and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations. Ability to write routine reports and correspondence.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.
- **Computer Skills:** Advanced knowledge of computer usage and ability to use database software, e-mail, internet software, spreadsheets, and word processing software. MS Office Suite (Word, Excel, PowerPoint, Outlook) knowledge required.
- **Other Skills and Abilities:** Attends work regularly and as scheduled. Possess the ability to perform all functions of the job. Reasonable accommodation will be provided if needed. Ability to exercise good judgment and work in an environment with constant interruptions. Ability to work independently.
- **Certificates, Licenses, Registrations:** A valid Oregon Driver's License.

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.

- Frequently required to walk, stand and sit
- Occasionally required to bend, stoop, kneel, climb stairs, crouch or crawl
- Regularly required to talk and hear and respond to spoken communication
- Use hands for fine manipulation, handle or feel and reach with hands and arms operating a computer keyboard and mouse.

- Specific vision abilities required by this job include close vision, distance vision, color vision, night vision, ability to adjust focus and peripheral vision.
- Regularly lift and/or move up to 40 pounds.

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.

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 bloodborne 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 (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

I have read and understand this job description.

Signature:

Date:
