

## **Bandon School District Job Posting**

**Job Title: High School Principal**

**Supervisor: Superintendent**

**Supervises: All building licensed and classified staff as assigned**

**Job Classification: Exempt**

**Contract Length: 215 Days**

**Salary: \$88,000.00 DOE**

**Athletic Director position available for an additional \$10,000 stipend**

### **Application Process**

1. Applications are available at [www.bandon.k12.or.us/employment/](http://www.bandon.k12.or.us/employment/)
2. Applicants **must** submit a completed Oregon Teacher Application with a resume, cover letter, unofficial transcripts and two letters of reference.
3. Please email all of the above to [dardiana@bandon.k12.or.us](mailto:dardiana@bandon.k12.or.us)

Closing date for applications: **Friday, March 12, 2021 5:00 pm**

Bandon School District is looking for a strong leader who is able to build excellent relationships with students and adults.

*Expected start date is August TBD, 2021*

*Salary Range is \$88,000.00 annually, DOE*

*Monthly travel stipend*

*District group medical, dental and vision insurance*

*Life Insurance Policy*

*Continuing Education credit available*

### **HIGH SCHOOL PRINCIPAL POSITION SUMMARY:**

The job of High School Principal is to be the instructional leader of a comprehensive high school, responsible for establishing an instructional vision and a focused plan for improving student achievement; monitoring and supervising instruction; supporting teachers in improving their instructional practice; and creating a community. The Principal is responsible for the operations of the school, including coordinating site activities; representing the school within the community; and addressing situations and resolving problems and/or conflicts that could negatively impact the school. This position supervises licensed and classified staff. This position reports to the Superintendent or designee.

### **CANDIDATE PROFILE:**

We are seeking experienced instructional leaders who have demonstrated an ability to improve student outcomes and reduce the achievement gap. Successful candidates will bring a passion for ensuring that ALL students have access to opportunities that will allow them to graduate from high school fully prepared for college, work and citizenship. Successful candidates will also demonstrate the courage to address sensitive issues

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related to student achievement and filter decision making through the lens of what is best for students.

### **ESSENTIAL RESPONSIBILITIES:**

- Leads continuous school improvement process involving all staff, site council and building representatives for the purpose of school improvement and data-based decision-making. Supervises instructional personnel for the purpose of monitoring performance, encouraging professional growth and ensuring that the overall objectives of the school's curriculum are achieved.
- Develops a school class schedule that provides the greatest opportunities for students and effectively utilizes the talents of staff.
- Evaluates personnel for the purpose of ensuring standards are achieved and performance is maximized.
- Manages student behavior for the purpose of maintaining school safety.
- Delegates responsibilities for various administrative functions to assistant principals and other personnel for the purpose of managing the school and workload.
- Leads development of extra-curricular activities for the purpose of enhancing student learning.
- Represents the school to the community for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to the school environment.
- Presents information on various topics for the purpose of communicating information and gaining feedback.
- Plans and implements professional development as it relates to the district's continuous improvement plan and school improvement plan.
- Supervises the instructional program at the high school. Promotes improvement in the school's curriculum. Evaluates the effectiveness of existing instructional program and works with teachers and the Director of Curriculum and Instruction to improve instruction in the school.
- Develops and promotes a positive teaching-learning environment within the school. Recruits highly qualified job applicants and makes recommendations for hire.
- Chairs meetings (i.e. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or State objectives.
- Composes a wide variety of materials (i.e. reports, presentations, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Manages school administrative functions (i.e. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Implements policies, procedures and/or processes for the purpose of providing direction and/or complying with mandated requirements.
- Participates in school, district, region, and state meetings as appropriate.
- Complies with applicable district, state, local and federal laws, rules and regulations.

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### **OTHER RESPONSIBILITIES:**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Maintains consistent and predictable attendance to meet the requirements of the position.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### *Education and Experience Required*

A minimum of a Master's degree in an appropriate field of education.

Secondary teaching and secondary administrative/dean experience.

#### **Skills**

Can communicate effectively and professionally, both orally and in writing with staff, parents and the public in English. Can work individually and in partnerships with a minimum of direction. Can establish and maintain cooperative and effective working relationships with others. Has excellent interpersonal skills using tact, patience, and courtesy. Can work with students and parents in difficult circumstances. Maintain high visibility at school and in the community and hold high expectations for students and staff. Can work well with others from diverse cultures and backgrounds. Has excellent problem solving skills in order to solve practical problems and deal with a variety of concrete variables in various situations. Has strong organizational skills; ability to prioritize. Can maintain integrity of confidential information relating to students, staff, or district patrons. Has demonstrated a positive team approach to leadership and management.

#### **Knowledge**

Strong knowledge of curriculum and instruction. Knowledge of age appropriate teaching methods, state curriculum framework and education code. Knowledge of Oregon laws and school reform. Knowledge of Career and Technical Education and dual credit options for high school students preferred. Knowledge of student academic and behavioral supports and interventions preferred. Knowledge of federal and state grants, i.e., Perkins and other state grants.

#### **Abilities**

Ability to work collaboratively and establish and maintain effective working relationships with co-workers. Ability to motivate, direct and support staff. Ability to effectively work and communicate with students, parents, and school personnel. Ability to work harmoniously with others.

#### **Licenses, Certifications, Bonding, and/or Testing Required**

A current administrative license from the Teacher Standards and Practices Commission in the State of Oregon.

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A current teaching license from the Teacher Standards and Practices Commission in the State of Oregon is preferred.

### **PHYSICAL REQUIREMENTS**

In an eight-hour day employee may:

Stand/Walk  None  1-4 hrs  4-6 hrs  6-8 hrs

Sit  None  1-3 hrs  3-5 hrs  5-8 hrs

Drive  None  1-3 hrs  3-5 hrs  5-8 hrs

Employee may use hands for repetitive:

Single Grasping  Pushing and Pulling  Fine Manipulation

Employee may use feet for repetitive movement as in operating foot controls:

Yes  No

Employee may need to:

Bend  Frequently  Occasionally  Not at all

Squat  Frequently  Occasionally  Not at all

Climb Stairs  Frequently  Occasionally  Not at all

Lift  Frequently  Occasionally  Not at all

Lifting:

Sedentary Work: Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.

Light Work: Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.

Medium Work: Lifting 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

Medium Heavy Work: Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

Heavy Work: Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

### **WORKPLACE EXPECTATIONS**

- Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- Confer regularly with immediate supervisor
- Follow all reasonable requests by proper authority

### **WORK ENVIRONMENT**

Occasionally perform work beyond a standard 40-hour work week when work-load requires.

The employee may be exposed to outside weather conditions. The noise level in the work environment is usually moderate, but occasionally may be very loud. The work environment may be fast paced and emotionally demanding.

This job description is not intended to be and should not be construed as an all-inclusive list of responsibility, skill or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the

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administration reserves the right to modify, and or remove duties and assign duties as necessary that still reflect the essential functions of the department.

The Bandon School District is an equal opportunity employer and provides services to the public on an equal opportunity basis and does not discriminate in employment or the provision of public services on the basis of race, color, religion, sex, sexual orientation, gender expression, gender identity, national origin, age, disability, political affiliation or belief, citizenship or marital status.

Persons having questions about equal opportunity and nondiscrimination should contact the district superintendent at 541-347-4411.