

**HOOD RIVER COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Title: Elementary Principal
Classification: Administrative
Reports To: Director of Instruction
Work Year 215 Days/Year

Job Purpose Statement/s:

The school Principal serves as the educational leader, 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 Hood River 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. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

Job Qualifications & Experience:

- Masters or Doctorate Degree in either Education or Administration;
- Administrative experience at the building level is required;
- Successful classroom teaching experience at either the elementary or secondary level preferred.

Skills, Knowledge and/or Abilities Required:

Skills to appropriately manage personnel, programs and fiscal resources, communicate effectively orally and in writing, and problem solve.

Knowledge of curriculum, research on effective teaching practices particularly with English Language Learners, State and Federal education law, district policies, Collective Bargaining Agreement, use of assessment data for school improvement, and staff development.

Abilities to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.

Licenses, Certifications, Bonding, and/or Testing Required:

- Oregon Administrative Licensure.
- Criminal Justice Fingerprint Clearance (through Teacher Standards and Practices), Valid Driver's License and evidence of insurability and district drug screen.

Essential Job Functions:

1. **Facilitates** communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
2. **Facilitates** various meetings (e.g. curriculum, safety, site advisory, special district committees, staff development, etc.) for the purpose of coordinating agendas and ensuring that outcomes achieve school, district and/or state objectives.
3. **Intervenes** in occurrences of inappropriate behavior of students and/or parents for the purpose of assisting students in modifying inappropriate behavior, developing successful interpersonal skills and/or initiating disciplinary action.
4. **Manages** various school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, district and state policy and maintaining safety and efficiency of school operations.

5. **Prepares** documentation (e.g. reports, correspondence, etc.) for the purpose of providing written support and/or conveying information.
6. **Presents** information on various topics for the purpose of communicating information and/or gaining feedback.
7. **Supports** staff for the purpose of assisting with their job functions of maintaining overall school site operation.
8. **Leads** School Improvement efforts with Site Council and staff; implements effective strategies to improve instruction and reduce achievement gap at school level.
9. **Directs** implementation of district curriculum in each classroom.
10. **Hires**, supervises and evaluates licensed and classified staff in school.
11. **Collaborates** with District personnel and peers to implement programs and accomplish goals.
12. **Develops** budgets; monitors spending for the purpose of achieving program objectives efficiently.
13. **Communicates** effectively with staff, students, parents, School Board and community about the school.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs

2. Employee may use hands for repetitive:

<input checked="" type="checkbox"/> Single Grasping	<input checked="" type="checkbox"/> Pushing and Pulling	<input checked="" type="checkbox"/> Fine Manipulation
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3. Employee may use feet for repetitive movement as in operating foot controls:

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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4. Employee may need to:

a. Bend	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all

5. Lifting:

<input type="checkbox"/> Sedentary Work:	Lifting 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work:	Lifting 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input checked="" type="checkbox"/> Medium Work:	Lifting 50 occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work:	Lifting 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Heavy Work:	Lifting 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.
(Print Name)

Employee Signature

Date