



FERN RIDGE SCHOOL DISTRICT 28J

Job Vacancy Announcement

March 8, 2021

Fern Ridge School District is looking for a dynamic instructional leader with strong relationship skills for a 1.0 FTE K-5 Elementary Principal position beginning with the 2021-2022 school year.

The elementary principal ensures the organization and fostering of a positive, safe environment that is conducive to best meeting the needs of all students, staff and parents. This includes responsibilities such as: successfully leading, directing and supervising a variety of personnel and programs; creating effective parent, teacher and student communications; student supervision and discipline; fostering a positive student climate; supporting, encouraging, mentoring and evaluating staff; fostering teamwork between teachers and among staff and parents; and managing budget items.

Essential Requirements:

- Current Oregon Administrative License (or the ability to acquire one by 8/2021).
- Demonstrate a record in education with increasing responsibility.
- Successful certified and administrative experience.
- Demonstrate skill and leadership in the management of personnel.
- Experience with school improvement and staff development programs.
- A thorough understanding of Oregon and Federal educational laws and regulations.
- Demonstrated understanding and experience with PBIS and RTI.

Essential Qualifications:

- Classroom teaching experience (minimum of five years of experience as an educator preferred).
- Knowledge of elementary school environment.
- Experience working with and supervising PLCs.
- Understanding of current trends in education.
- Demonstrated understanding of teaching and learning best practices.

Personal Strengths:

- Creative thinker; interested in facing the challenge of moving education forward in today's world.
- Problem solver; comfortable using analysis, collaboration and persistence.
- Ability to articulate a clear vision and facilitate its implementation.
- Strong organizational and time-management skills.
- Ability to be proactive and positive with staff in difficult situations.
- Excellent written and oral communication skills.
- Ability to work harmoniously with others.
- Ability to foster and maintain a positive culture, characterized by trust, shared leadership, mentoring and respect.
- Sense of humor.
- Leader for equity, diversity and inclusion effort in line with local, state, federal and District policies and goals.

Application Procedure: Qualified applicants are invited to apply for this position through TalentEd at fernridge.tedk12.com/hire.

The following documents will need to be uploaded into TalentEd;

- Letter of Interest
- Current Resume
- At least four (4) letters of recommendation from persons qualified to comment on your skills, abilities and/or preparation for this position.
- Copy of Transcripts. (official or unofficial)
- Copy of TSPC Issued License.

Compensation:

- Salary Range of \$84,388 - \$94,799 depending on experience (these rates will increase as of July 1, 2021).
- 215 Day Work Calendar.
- Competitive Benefits Package including monthly TSA contribution.

Hiring Timeline: Applications will be accepted until Monday, March 29, 2021 with interviews of finalists expected in mid to late April.

Position Start Date: Start Date to be Determined upon Board approval of academic calendar. Start date will be after July 1, 2021.

An Affirmative Action/Equal Opportunity Employer: Fern Ridge School District 28J does not discriminate on the basis of race, color, religion, ancestry, national origin, disability, gender or sexual orientation in admission or access to the treatment of employment in its programs and activities as require by state and federal law. If you have any concerns or complaints, please contact Human Resources at 541-935-2253 Ext 1203.

Veterans: A copy of the applicants Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **OR** a letter from the U.S. Department of Veterans Affairs indicating the applicant receives a non-service connected pensions.

Disabled Veterans: A copy of the applicant's Certificate of Release or Discharge from Active Duty (a federal DD Form 214 or 215), which shows character of service upon discharge **AND** a copy of the applicant's veteran's disability preference letter from the U.S. Department of Veterans Affairs (unless the information is included on the DD Form 214 or 215).

For veterans' preference to apply, the required military documents must be submitted at the time of application submission.

Contact Information:

Fern Ridge School District 28J
Human Resources Department
88834 Territorial Road
Elmira, OR 97437

Website: www.fernridge.k12.or.us
Phone: 541-935-2253 Ext. 1203
E-Mail: mcook@fernridge.k12.or.us



FERN RIDGE SCHOOL DISTRICT 28J

JOB DESCRIPTION

Job Title: Principal – Elementary School
Reports To: Superintendent
Status: Administrative

POSITION SUMMARY

Plans, directs and administers the operation of an elementary school within federal, state, and District guidelines. Provides leadership and administration resources to motivate instruction, teaching and learning and support staff towards optimum performance in achieving the best possible opportunities for students' growth and development. Responsibilities include, but are not limited to: staffing; staff supervision and evaluation; instructional leadership; curriculum oversight; student, parent and community relations; student discipline; school safety; and fiscal and facilities management of the elementary school building.

SUPERVISORY RELATIONSHIPS

This position is supervised by the Superintendent. Incumbent directly supervises school staff and volunteers.

DISTINGUISHING CHARACTERISTICS

This position requires subject matter expertise in educational programs and curriculum and instruction strategies. Hands-on administration is necessary to assure adequate management of school resources and success in an elementary school leadership role. The job requires the ability to analyze and offer alternative solutions to problems. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs and services of the District.

The position has supervisory responsibility for planning, assigning, reviewing, and evaluating the quality and quantity of work of licensed professionals, technical and clerical employees. Frequently meets with teachers, school psychologists and other educational personnel to lead, influence, motivate, and monitor the goals and objectives of the school operation. Ensures compliance with District and Board goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Lead elementary school curriculum and curriculum planning, integration, and execution. Serves as the instructional leader and operational manager of an elementary school facility.

Plans, designs, and conducts follow-through strategies pertaining to curriculum development, and the implementation of instructional programs and activities designed to meet the unique needs of students and the educational community.

Works closely with the school staff and school site council in identifying educational and instructional needs, and in developing long- and short-range plans to improve the instructional process.

Plans, develops, organizes, conducts, and maintains performance evaluation information systems designed to ensure that site goals and objectives are achieved, and that all levels of staff adhere to District, state, and national educational standards and goals.

Plans, develops, organizes, and administers support systems which provide optimal educational opportunities for elementary age pupils.

Reviews, evaluates, requisitions, purchases, and allocates instructional supplies, materials, and equipment.

Confers and consults with school and District personnel, parents, and students pertaining to educational and behavior management problems and alternative solutions.

Directs, supervises, observes, assesses, and evaluates site personnel performance; establishes and maintains a positive team building and team management system.

Confers with instructional and support personnel in developing alternative problem solutions to unusual or unforeseen problems.

Participates in budget planning activities, and develops expenditure review and control procedures to ensure a cost beneficial and cost effective operational mode.

Assumes a leadership role in the functions and activities of site and District advisory committees and groups.

Assists the educational community in understanding the site and District goals and objectives, and the strategies utilized for achieving them.

Participates in the planning, development, implementation, interpretation, and administration of policies, rules and regulations, and negotiated employee agreements.

Supervises, directs, and coordinates the assignment of instructional personnel and student classroom assignments.

Establishes administrative review procedures to ensure maximum utilization of monetary and human resources, and to ensure the implementation of result priorities.

Coordinates student and family assistance programs with local social service and youth service agencies.

Plans, develops, and provides management reports pertaining to the functions, activities, and general educational climate of the school facility.

Confers with site personnel in resolving rights disputes which may include the conduct of formal hearings.

Assists in the conduct of effective and efficient personnel management systems, including the recruitment, selection, retention, and separation of personnel.

May be responsible for managing, monitoring, and evaluating specially funded programs to ensure compliance with funding agency standards and guidelines.

QUALIFICATIONS

Knowledge, Skills, and Abilities:

Knowledge of:

The developmental milestones of elementary school aged students and the ability to inter-relate with elementary school aged students and parents.

Varied instructional strategies and the principles of education policy and managements in public education.

Curriculum development, instructional program delivery strategies, and program supervision, assessment, and evaluation.

Result and performance evaluation techniques pertaining to program and personnel performance effectiveness.

Human relations strategies, conflict resolution strategies, and team building principles and techniques. Respond appropriately to people of diverse cultures and backgrounds.

Strategies to implement Board and organizational goals and objectives.

Philosophical, economic, and legal aspects of public education.

Good understanding of human behavior, motivation and behavioral management; ability to relate to, and demonstrate knowledge and experience in effectively managing student behavior.

Skill In:

Organization and recordkeeping.

Evaluating and developing effective organizational procedures and practices.

Always doing what is best for students.

Managing resources, budgeting and staffing.

Keeping the school environment safe for students, families, staff, and visitors.

Balancing multiple needs and priorities.

Ability To:

Direct, lead, and coordinate the multifaceted functions and activities of an elementary school facility.

Effectively evaluate, supervise, coach, and discipline staff.

Demonstrate effective instructional, organizational, and administrative leadership.

Analyze problems, determine alternative solutions, and make appropriate and effective decisions.

Communicate effectively and oral and written form.

Plan, develop, and maintain effective organizational and diverse community relationships.

Lead diversity and equity efforts at a District and building level that are in line with local, state, federal, board, and District policies and goals.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and skill may be considered qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Four (4) to (5) years of successful teaching plus evidence of successful administrative level leadership experience.

Education:

Master's degree in Educational Leadership or a closely related field.

Licensure Requirement:

Possession of a valid Oregon TSPC Administrative License authorizing service as an elementary school principal.

WORK ENVIRONMENT / PHYSICAL DEMANDS

Working with students and staff, patrons, as well as addressing the many state and federal documentation requirements can be both physically and emotionally demanding. Supervision may require exposure to adverse weather conditions, noisy work areas and extended days and/or nights. This is a sedentary position classification that performs light work, but does require walking and standing for extended periods. The job also requires the accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information and direction. May need to administer first aid occasionally. Work may involve occasional lifting of objects weighing 15 to 50 pounds. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORKPLACE EXPECTATIONS

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulleting, announcements, applicable position descriptions and reasonable requests by proper authority.

The employee demonstrates appropriate judgment and professional behavior at all times.

All licensed employees will meet the Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators and District Standards for Performance.

CONTRACT TERMS:

Employed by the Board upon the Superintendent's recommendation, usually for a period from 210 to 220 days per fiscal year. Days may be extended or reduced by Board determination.

Part of the District Administrative Team and will be on call throughout contract days assuring availability 24/7. An at-will-employee during probationary period.

SALARY

Salary and benefits as predicated on the Administrative salary and benefits schedule.

EVALUATION

Meets with Superintendent and establishes personal and professional goals in relation to relative strengths and areas to build upon. Goals are developed with specific objectives mapped, inclusive of resources, time-line, and performance criteria. Progressive evaluations will be in accordance with Board's provisions on administrator evaluations and in compliance with state statutes and administrative rules.

OTHER

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 of guarantee of any specific terms of 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.
