



To apply to this position, please go to the Ashland School District job site at <https://www.applitrack.com/ashland5/onlineapp/default.aspx?all=1> .

Job Title: Principal
Assignment: Helman Elementary School
FTE: 1.0 ; Probationary
Salary Range: \$106,090 - \$134,976
Reports to: Superintendent
Evaluated By: Superintendent
FLSA Status: Exempt

JOB SUMMARY

This position serves as the instructional and administrative leader for Ashland's elementary school. The Principal establishes the instructional vision and focused plan for improving student achievement and narrowing disparities. The Principal collaborates with our professional educators, supporting them in strengthening their instructional practices, promoting a culture of continuous learning for all students, and ensuring students have equitable access to high quality and culturally relevant instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation.

1. Lead and promote educational equity based on the principle that each student receives the support needed to succeed.
2. Effectively lead continuous improvement processes; determine specific courses of action that result in improved student learning.
3. Provide and model instructional leadership, consistently working to improve student learning.
4. Lead by example, consistently demonstrating ethical and professional standards of performance and personal integrity, including addressing issues in an open, honest, and timely manner.
5. Establish and maintain partnerships with district and community groups and individuals to foster understanding and solicit support for school and district mission and vision.
6. Follow and support federal, state, and district regulations, policies, and practices.
7. Collaborate effectively with district personnel and peers; at regular team meetings; with teachers and other support staff.

Instructional Leadership

1. Promote a positive, safe, and caring climate for learning; create a welcoming environment that reflects and supports the racial and ethnic diversity of the student population and communities served.
2. Lead the development and implementation of an annual school improvement plan that supports the District's values and strategic plan.
3. Lead collaborative development and adaption of courses of study and school programs to achieve the District and school goals.
4. Encourage teacher participation in discussions and deliberations regarding instruction, staff development, budget, and other programs, ensuring all voices are heard.
5. Promote teacher leadership in constructive and professionally sound evidence-based instructional research on the use of new methods, materials, and content.

Management

1. Collaboratively develop and implement a shared school vision and mission.
2. Maintain and communicate high standards of performance throughout the school community.
3. Effectively monitor, supervise, provide constructive feedback, and evaluate staff.
4. Manage school operations and finances in accordance with statutes, administrative rules, the district mission, policies, and collective bargaining agreements.
5. Reach logical conclusions using quality decision making processes based on available information, evidence, and

data.

6. Build understanding and support by collaborating and communicating decision-making processes when appropriate with students, teachers, and families.

7. Ensure compliance with and effectiveness of emergency and safety procedures, including written plans, reporting procedures, and training programs.
8. Ensure all off campus trips are conducted in compliance with district and community rules and regulations. This includes coordinating with appropriate police or sheriff departments.
9. Keep supervisor informed of school activities and potential problems.
10. Prepare and submit school budgetary requests and monitor expenditures.
11. Ensure guidelines for student conduct and discipline are equitable.
12. Promote and maintain the Restorative Justice practices foundational to behavior management and conflict resolution.
13. Lead the recruiting, screening, training, and job assignment of all staff members.
14. Ensure each staff member receives orientation, development opportunities, and regular job evaluation.
15. Take ownership for decisions affecting the school site and District.
16. Oversee and ensure all complaints are appropriately investigated and make high-quality decisions based on evidence and data.

District and Community Involvement

1. Interact thoughtfully and professionally with students, staff, parents, and community members to resolve conflict in a professional, solution-focused manner.
2. Professionally represent the school and the District in interactions with parents, community, staff, and students.
3. Participate in student, staff, and parent groups as necessary to assure communication among the various school and community groups and provide a systematic avenue for the discussion of school programs, practices, and policies by all interested individuals.

OTHER DUTIES AND RESPONSIBILITIES

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. We expect every employee to offer their services wherever and whenever necessary, to ensure the meeting of school and district goals.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skills, and abilities required.

Education and Experience: Master's degree with a preferred emphasis in K-12 education. Minimum three (3) years of successful teaching experience.

Leadership: Demonstrated commitment to equity and strengthening engagement of a diverse community and skill in communicating with diverse populations. Effectively manage job tasks while working in an environment with frequent interruptions. Create a safe, orderly, positive school climate for students and staff.

License/Certification: Current K-12 administrative license from the state of Oregon or reciprocal state.

Interpersonal Skills: Strong verbal and written communication; values and ensures inclusion of all voices; shared decision-making and management through collaboration. Works well with diverse communities; focuses on resolving conflict; maintaining confidentiality; listening without interrupting; remains calm and open to others in tense or difficult situations.

Finance and Budgeting: Strong fiscal and program management skills, especially with multiple funding sources and sometimes conflicting priorities.

Technology: General skills and knowledge of computer usage and the ability to use and understand various software systems for managing communications, finance, and curriculum. Experience leading outdoor education in a distance learning environment a plus.

PHYSICAL DEMANDS

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to communicate with others, including understanding and being understood. While much of the work will be completed in an office or classroom environment, the employee will need to move between buildings and throughout the District. This position requires use of various digital systems, software, and hardware for communication, budgeting, and compliance. This position will require some travel outside the District.

WORK ENVIRONMENT

The work environment characteristics described here represent those 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 activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions. Employee may be exposed to bloodborne pathogens.

VALUES

The District is focused on eliminating systemic racism and its impact on student learning. ASD is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service. Ashland Public Schools is an equal opportunity and affirmative action employer.

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.

Prepared By: Haevian Lau
Reviewed By:
Adopted:

Prepared Date: May 2024
Review Date:

I have read and understand this job description.

Signature:

Date:
