

Culver School District No. 4  
Jefferson County  
Culver, OR 97734

**POSITION TITLE:** Principal  
**DEPARTMENT:**  
**LOCATION:** As Assigned  
**CLASSIFICATION:** Licensed  
**REPORTS TO:** Superintendent

**JOB DEFINITION:** Under general direction, the Principal has the primary authority and responsibility for the overall operation and maintenance of a school facility, its staff and students.

The Principal is the administrator immediately responsible for the effective management of the school building and for the achievement of the District's instructional goals. The principal supervises and assigns the personnel of the building consistent with the District's philosophy. In this and all other matters related to the operation of the school, the Principal complies with all state and federal legal requirements and all Board policies and District rules and regulations.

The Principal keeps parents and patrons informed of the District's educational programs and activities and works cooperatively with appropriate community agencies. The Principal works under the supervision of the Superintendent.

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**ESSENTIAL JOB FUNCTIONS:**

Curriculum and Instruction

1. Provides leadership and expertise for improvement of the total K-12 educational program.
2. Confers with teachers, provides leadership in curriculum improvement, and assists in the selection and use of instructional materials.
3. Assists in the development of curriculum programs for the district.
4. Assumes responsibility for implementing curriculum changes in the school.
5. Presents the concept of the total school program to the staff and draws attention to the areas which need strengthening.
6. Maintains a continuous program of K-12 student evaluation.
7. Provides an equal educational opportunity for all students in compliance with District policies and regulations, and federal and state laws and regulations.
9. Lead District initiatives and programs as needed.

Students

1. Insures the Student Code of Conduct is properly administered.
2. Provides a system to assure the safety and health needs of students are met in a timely manner.
3. Manages student attendance within District policy and state law.
4. Provides guidance services for all students.

Personnel

1. Models the positive behaviors expected of staff and students.
2. Follows the evaluation procedure and schedule established by the District.
3. Follows all federal and state laws, Board policy, and District rules and regulations pertaining to personnel practices.
4. Administers those provisions of the classified employees' and the teachers' master contracts applicable at the building level.
5. Identifies and provides necessary in-service for personnel.

6. Demonstrates accountability for maintaining effective building support services.
7. Assists the personnel director with selection and dismissal of certificated and classified personnel.
8. Assigns, directs and supervises building staff.

#### Public Relations

1. Works with community groups such as parent groups, citizen groups, and individuals to explain, define, and interpret the school's needs, accomplishments, and mission.
2. Secures community ideas and helps in making education function through areas of community activities and involvement.
3. Provides activities and programs in the classroom and school that enhance the image of the school district and education concurrent with meeting the needs of students.
4. Maintains a positive and continuous public information program.

#### Fiscal

1. Develops a budget for the building consistent with the District budget guidelines.
2. Manages the building budget within its total allocated amount, and the processes established by the District.
3. Accounts for all student body funds within District guidelines/requirements.
4. Accounts for all non-District funds appropriated for that building such as federal, state, and private grants or awards.
5. Establishes educational priorities for materials and equipment.

#### Facilities Management

1. Maintains a safe and sanitary building environment.
2. Identifies maintenance needs and refers them according to established procedures/guidelines.

#### Policies and Procedures

1. Keeps teachers and other school personnel informed of school and district policies and other information pertinent to their work.
2. Exercises leadership in staff meetings as deemed necessary for purposes of communication, advising, school curriculum, schedules, assignment of duties, student records, other professional matters, and continuing professional development.
3. Demonstrates responsibility for maintaining school records and submission of reports to the district, county, state, and federal offices.

#### Coordination

1. Provides for coordination of school support services within the school such as the lunch program, transportation, health services, and special education.
2. Coordinates extra activities within and in schools and educationally related organizations such as bus trips, assemblies, field trips, school programs, and athletic events.
3. Coordinates scheduling of students into special classes or programs within the school or district, where appropriate.

### Liaison

1. Serves as a liaison between the school and the community or individuals of the community.
2. Helps mediate student and/or parent problems with teachers, other students, or parents.
3. Works with special departments and schools on common educational problems, programs, schedules, and activities.
4. Works toward resolving staff issues, concerns and grievances.
5. Strives at all times to build and support a partnership with all public organizations characterized by devotion to common aims.

### General

1. Manages the building operation consistent with District policies, rules and regulations, state and federal laws.
2. Abides by the Standards for Competent and Ethical Performance of Oregon Educators (OAR 584-20-000 to -055).
3. Fulfills such other related duties as assigned.

### Working Conditions

The employee frequently works beyond an eight-hour day and a five day work week attending meetings and supervising student activities and athletic events. Supervision responsibilities require the employee to be able to stand for up to 45 consecutive minutes and move rapidly to intervene in situations where a student's safety is being jeopardized.

Supervision may also occur during times of inclement weather. The employee needs to be able to lift materials, boxes, or equipment weighing up to 50 pounds.

The employee must be tolerant yet assertive in order to communicate effectively in confrontational and emotional situations involving staff, students, and their parents/guardians. Confidentiality is a top priority for the person in this position.

### Knowledge, Skills and Abilities

#### Knowledge

- Current methods and procedures for school management.
- Laws, rules and policies related to school management.
- Educational curriculum concepts and instructional techniques.
- Evaluation and appraisal techniques.
- Management team concepts.
- Communication problem-solving techniques.
- Laws, rules, policies, and trends regarding instruction and curriculum.
- Common Curriculum Goals and Essential Learning Skills.
- Behavior management techniques.
- Computer technology.

#### Skills and Abilities

- Provide leadership in curriculum development, principles of effective teaching, application of learning styles and classroom management procedures.
- Work effectively as part of a management team.
- Contribute to the school's effectiveness profile.

- Interpret and comply with laws, rules and policies.
- Assist with the implementation of district adopted curriculum.
- Make appropriate application of learning principles.
- Demonstrate classroom management procedures that provide for grouping, establish routines, and provide for an environment of learning.
- Consistently manage student discipline in a positive and effective manner.
- Participate in change in a constructive way demonstrating flexibility in dealing with changing conditions.
- Diagnose the student needs, prescribe a plan, implement effective lesson plans, and remain current in appropriate instructional skills.
- Gain the respect and confidence of students, parents, and staff through the modeling of appropriate behavior.
- Maintain a high level of commitment to the completion of all tasks.
- Develop appropriate relationships and interactions with students.
- Read, understand and carry out oral and written instructions.
- Apply an understanding of English, reading, spelling, mathematics and other subjects as related to the position.
- Interact with students, teachers, administrators, supervisor, and the public in a pleasant and courteous manner.
- Learn the operation of computers, and other equipment used in the work, as required by the position.
- Accurately transfer, record and convey information, materials, and money as required by the position.
- Verbalize concepts and communicate effectively in person and over the phone using a pleasant and well modulated voice.
- Establish and maintain accurate record keeping systems.
- Establish and maintain effective working relationships with students, teachers, administrators, co-workers, supervisor, and the public.
- Make mathematical calculations accurately.
- Write or print legibly.
- Obtain or possess a valid Oregon driver's license and maintain an insurable status for automobile and liability coverage, as required by the position.
- Abide by confidentiality requirements.
- Adhere to the federal requirement for a drug-free workplace.
- Learn to deal with bodily fluids.
- Demonstrate enthusiasm for education and a personal commitment to excellence in the teaching of students.
- Organize and direct others in accomplishing District goals.
- Inspire others through effective leadership.
- Analyze and coordinate a wide variety of complex operations.

### **Education and Experience**

- Completion of course work and/or experience equivalent to that required for the issuance of an Oregon Administrative Certificate.
- Master's degree in Education.
- Three years experience as a classroom teacher.
- Demonstrated knowledge and skill regarding the components of effective instruction and classroom management.
- Demonstrated knowledge of developmental needs of students.
- Demonstrated effective written and oral communication skills.
- Demonstrated ability to establish and maintain effective, cooperative relationships with school personnel, students, and parents.
- Demonstrated ability to support and maintain school and district policies and to successfully plan and complete assigned responsibilities within identified resources and time lines.
- Demonstrated ability to communicate clearly and appropriately in speech and in writing in accord with educational standards.

- Demonstrated ability to work successfully in a team setting with school staff.
- Demonstrated ability in effective group process skills.
- Demonstrated ability in problem-solving strategies.

*The statements herein reflect general details as necessary to describe the principle functions of the job, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work and physical requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work or otherwise to balance the workload.*

I am willing and able to perform the duties of this job position:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_