



Oroville School District

816 Juniper Street Oroville, WA 98844
Phone: (509) 476-2281 Fax: (509) 560-2190
www.oroille.wednet.edu

K-6 Elementary Principal

Reports to: Superintendent

Building: Elementary

Hours/Days: 8 hours 220 days

Salary Schedule: Administrative Salary Schedule \$131,281.00 - \$155,201.00

Benefits: Health insurance benefits for employees working 630 hours or more per year include medical, dental, vision, life and long-term disability plans through the School Employees Benefits Board (SEBB). Retirement benefits are provided through the WA State Department of Retirement Systems (DRS) Sick, and Personal Leave, and Employee Assistance Program (EAP)

SUMMARY:

The Oroville School District is seeking a gifted leader to serve students, community and staff in achieving district goals. A successful candidate will continue the important work of further developing our multi-tiered systems of supports (MTSS). In Oroville School District, meeting the social, emotional and academic needs of each individual student is non-negotiable. District strategic plans provide for a systems approach to this end. Oroville principals are expected to foster an environment characterized by high expectations, data-driven decision-making, continuous improvement, capacity building, and cultural competence. A successful candidate must be adept at aligning collective beliefs and values about serving all students to succeed in their world. They must have skill to inspire reflection, productive communication, relationship building, and thoughtful action toward building and district goals. A successful candidate will have the opportunity to work with a staff that aspires to greatness and demands a competent and thoughtful instructional coach.

ESSENTIAL FUNCTIONS:

- 1. Creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff:** Develops and sustains focus on a shared mission and clear vision for improvement of learning and teaching. Engages stakeholders in the essential conversations and authentic reflective practice for ongoing improvement. Facilitates collaborative processes with stakeholders leading toward continuous improvement. Creates opportunities for shared leadership within the school.
- 2. Providing for school safety:** Effectively engages the entire community to develop a more nuanced/expanded understanding of what it means to be safe. Provides for the physical, intellectual, and emotional safety in order for effective teaching and learning to take place.
- 3. Leads the development, implementation and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements:** Recognizes, seeks out and develops multiple data sources. Analyzes and interprets multiple data sources to inform school-level improvement efforts. Implements data-driven plans for improved teaching and learning. Assists staff in using data to guide, modify and improve classroom teaching and learning.
- 4. Assisting instructional staff with alignment of curriculum, instruction and assessment with state and district learning goals:** Provides leadership that ensures fidelity to the prescribed curricula that is in alignment to state and district learning goals. Ensures alignment and implementation of best instructional practices to state and district learning goals. Provides assessment practices that are aligned with both curriculum and instruction.
- 5. Monitoring, assisting, and evaluating effective instruction and assessment practices:** An effective leader is knowledgeable about and deeply involved in the design and implementation of the instructional program; prioritizes effective teaching by visiting classrooms regularly and working with teachers on instructional issues. Develops a working knowledge and ability to lead district initiatives. Participates in professional development regarding district initiatives. Monitors instruction and assessment practices ensuring alignment with the School Improvement Plan. Assists staff in developing required student growth plans and identifying valid, reliable sources of evidence. Assists staff in implementing effective instruction and assessment practices. Reliably and validly evaluates staff in effective instruction and assessment practices. Progress monitors student

growth and achievement on a weekly basis to ensure that student plans and instructional practice are being followed with fidelity for student benefit.

6. Managing both staff and fiscal resources to support student achievement and legal responsibilities: Manages human and fiscal resources in transparent ways such that the capacity of the school community grows. The management of hiring, assignments, evaluations, ongoing professional development and the fulfillment of legal responsibilities are required. Decisions are made about resources that result in improved teaching and learning, and so that work is sustainable.

7. Partnering with the school community to promote student learning: Understands the greater community and works to establish a genuine partnership model between home and school. Aligns school and community efforts and values as a work in progress that must be nurtured, sustained, and monitored, and is able to influence others to adopt the same understanding. Community engagement decisions are made that promote sustainability and that result in improved teaching and learning.

8. Demonstrating commitment to closing the achievement gap: Uses evidence to support student improvement and a commitment to closing the achievement gap. Identifies barriers to achievement, knows how to close resulting gaps and provides evidence of growth in learning. Provides evidence of growth in student learning.

9. Leadership and Governance:

a. Consistently demonstrates high moral, ethical, and professional standards of performance and personal integrity, which includes addressing problems and issues in an open, honest, and timely manner. Ensures proper conduct, which goes beyond the practice of avoiding what is wrong and instead focusing on choosing to do what is right. Serves as a champion for the school and the district, avoiding actual or perceived behavior personally or among the staff, which may cast a negative impression on the school, the District, and the Board.

b. Models and promotes trust, enthusiasm, rapport, respect and openness among faculty, staff, students, and members of the community. Celebrates successes and recognizes the achievements of others.

c. Creates a professional environment by assuring that personal and staff interactions with others in the school, community, and board are conducted with utmost respect and professionalism.

d. Honors the ideas of others even when in disagreement with those ideas. Works collaboratively to resolve disagreements and seek mutually respectful solutions.

e. Actively participates in meetings, workshops and conferences that involve decisions affecting the district and/or the school. Advocates for the school needs by providing input to the decision-making process of the district. Respects, supports, and implements decisions once made, and acts to ensure that staff are equally supportive.

f. Participates in school academic, athletic, and co-curricular activities to supervise and advocate for the school. To this end, the principal is expected to regularly attend home events/activities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Positive interpersonal skills.
- Skill to motivate students and teachers.
- Effective communication skills (written and oral).
- Computer skills.
- Ability to organize, prioritize, and manage time well.
- Good listening skills.
- Ability to manage large groups including appropriate means of crowd control.
- High level of stamina.
- Demonstrated proactive orientation.
- Knowledge of curriculum.
- Knowledge of laws, regulations and codes affecting school management.
- Knowledge of public relation techniques and strategies.
- Knowledge of test analyses and the application of analyses to curriculum development.
- Ability to prepare and manage the school's budget and allocated resources.
- Ability to meet extended responsibilities and the regular school day.
- Ability to access all areas of the school and grounds.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IN ADDITION:

- (1) Master’s Degree from an accredited educational institution
- (2) Certification as School Principal or Professional School Principal, Educational Leadership or its equivalent
- (3) Minimum of five years administrative experience

JOB REQUIREMENTS UPON HIRING

- Fingerprinting and background check on every employee
- Washington State Patrol and FBI Clearance
- Washington State Sexual Misconduct Disclosure Release

ACKNOWLEDGMENT

I have read and understand this Job Description and I am physically able or with reasonable accommodation, will perform these duties to the best of my knowledge and ability.

Reasonable Accommodations Needed:

Employee Signature: _____ DATE: _____

Employee’s Printed Name _____

Oroville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator
Jeff Hardesty
 816 Juniper St., Oroville WA 98844
 509-476-2281
jeff.hardesty@oroville.wednet.edu

Title IX officer
Brennon Schweikart
 816 Juniper St. Oroville WA 98844
 509-476-2281
brennan.schweikart@oroville.wednet.edu

Section 504 Coordinator
Kelly King
 816 Juniper St. Oroville WA 98844
 509-476-2281
kelly.king@oroville.wednet.edu