



Job Title: Ashland High School Principal
Assignment: High School
Reports To: Superintendent
Evaluated By: Superintendent
FLSA Status: Exempt

JOB SUMMARY

The Principal serves as the instructional and administrative leader for Ashland's flagship High School; establishing an instructional vision and focused plan for improving student achievement and narrowing disparities. The Principal works collaboratively 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. As a member of the District Leadership Team, the Principal will support and implement the District's Pathways to Excellence Plan. Through strong partnerships with staff, families and the community they will promote a safe, welcoming environment that reflects and supports the diversity of the student population and the community we serve.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

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 and promote educational equity based on the principle that each student receives the support needed to achieve success.
3. Lead the development and implementation of an annual school improvement plan that supports the values and strategic plan of the district.
4. Lead collaborative development and adaption of courses of study and school programs to achieve the goals of the district and school.
5. Effectively lead continuous improvement processes; determine specific courses of action that result in improved student learning.
6. Collaboratively develop and implement professional development to support the growth of school staff.
7. Provide and model instructional leadership; consistently working to improve learning for all students.
8. Encourage teacher participation in discussions and deliberations regarding instruction, staff development, budget, and other programs; ensuring all voices are heard.
9. Promote teacher leadership in constructive and professionally sound evidence-based instructional research on the use of new methods, materials, and content.
10. Provide guidance and support to maintain viable and effective activities and athletic programs.

Management

1. Collaboratively develop and implement a shared vision and mission.
2. Maintain and communicate high standards of performance throughout the school community.
3. Lead by example; consistently demonstrating ethical and professional standards of performance and personal integrity, including addressing issues in an open, honest, and timely manner.
4. Effectively monitor, supervise, provide constructive feedback and evaluate staff.
5. Manage school operations and finances in accordance with statutes, administrative rules, the district mission, policies, and collective bargaining agreements.
6. Reach logical conclusions using quality decision making processes based on available information, evidence and data.
7. Build understanding and support by collaborating and communicating decision making processes as appropriate with students, teachers, and families.

8. Ensure compliance with and effectiveness of emergency and safety procedures, including written plans, reporting procedures and training programs.
9. Keep supervisor informed of school activities and/or potential problems.
10. Prepare and submit school budgetary requests and monitor expenditures.
11. Ensure guidelines for student conduct and discipline are equitable.
12. Facilitate the development and implementation of the master schedule to meet student needs.
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. Function as school Title IX Coordinator.
16. Take ownership for decisions affecting the school site and district.
17. Oversee and ensure all complaints are appropriately investigated and makes high quality decisions based on evidence and data.

District and Community Involvement

1. Establish and maintain partnerships with district and community groups and individuals to foster understanding and solicit support for school and district mission and vision.
2. Follow and support federal, state, and district regulations, policies, and practices.
3. Collaborate effectively with district personnel and peers; at regular team meetings; with teachers and other support staff.
4. Contribute to district leadership team; collaborating to promote and maintain a responsible and strong school district.
5. Interact thoughtfully and professionally with students, staff and parents to resolve conflict in a professional, solution focused manner.
6. Professionally represent the school and the District in interactions with parents, community, staff, and students.
7. Establish and/or 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. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the District's goals.

QUALIFICATIONS

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

Education and/or Experience: Master's degree with a preferred emphasis in K-12 education. Minimum three (3) years successful teaching experience. Successful experience in K-12 administration, preferably at the secondary level. Experience working with culturally diverse families and communities, or otherwise demonstrated commitment to equity and strengthening engagement of a diverse community and skill in communicating with diverse populations

Certificates, Licenses, Registrations: Obtain and maintain State of Oregon Administrative License.

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. Strong presentation skills and ability to respond effectively to questions in one-on-one, small and large group situations.

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

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form. Ability to deal with problems involving several variables in a variety of situations.

Technology: General skills and knowledge of computer usage and ability to use and understand a variety of software systems for managing communications, finance, and curriculum.

Other Skills and Abilities: Effectively manage job tasks while working in an environment with frequent interruptions. Create a safe, orderly, positive school climate for students and staff.

PHYSICAL DEMANDS

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

While performing the duties of this job, 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 environment, the employee will need to move between buildings, visiting sites throughout the high school campus and the district. This position requires use of a variety of 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 are representative of those an 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 population and 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: Ashland School District #5
Reviewed By:
Adopted:

Prepared Date: December 2019
Review Date:

I have read and understand this job description.

Signature:

Date:
