



18135 SE Brooklyn Street  
Portland, OR 97236-1099  
Telephone 503-760-7990  
FAX 503-762-3689

**Centennial School District  
Invites applications for the position of:**

**Interim Principal – Centennial Park School**

**This Interim Principal position is for the 2019-2020 school year only. The Principal position will be posted winter of 2020 for the 2020-2021 school year.**

**District Mission:** *Collaborating in Community – Cultivating Equity – Inspiring Excellence*

**Centennial Park School Mission:** *Centennial Park School is dedicated to helping students to discover their passions and develop the strong academic and life skills required for healthy, vibrant lives of learning, and positive participation in the community.*

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**Salary:** \$106,176 (based on 2018-2019 Salary Schedule)

**Contract Days:** 225

**Opening Date:** June 26, 2019

**Closing Date:** July 15, 2019 at 4:00pm

**Start Date:** August 1, 2019

**The School:**

Centennial Park School is a small-sized alternative secondary school (grades 9-12) of approximately 150 students and an outstanding staff to serve the needs of a diverse student body. The District (and school) has an established Professional Learning Community culture and provides one-hour late start on Wednesdays dedicated to school improvement.

Centennial Park School is seeking an instructional leader who can foster trusting, professional relationships with students, staff, families, community partners, and the school community.

**Position Summary:**

The Principal is the instructional leader of the school who works with staff to create an effective learning climate within the school, centered around research-based best practices. The principal supports professional development programs in conjunction with the District's Director of Curriculum & Student Learning and in alignment with District goals and Common Core State Standards.

**Minimum Qualifications:**

**Education:** Masters Degree in Educational Administration or the equivalent. Oregon Administrator License required.

**Experience:** Experience in developing, implementing, articulating and evaluating curriculum and instructional strategies consistent with best practices. Bilingual preferred.

See complete job description (attached) for full experience, skills, knowledge and abilities required for this position.

## **Applying:**

To be considered for the position, applicants are required to submit application materials to the Human Resources Department by 4:00pm on Monday, July 15, 2019. A complete application will consist of the following (applicants who do not submit a complete application packet will not be considered for this position):

- 1) Centennial School District Administrator Application (download from District website, [www.csd28j.org](http://www.csd28j.org));
- 2) Letter of Interest;
- 3) Current Resume;
- 4) Three (3) Current Letters of Recommendation;
- 5) Copy of Oregon Administrative License (or verification of process to obtain a TSPC Oregon Administrative License);
- 6) Unofficial Transcript(s) of undergrad/grad coursework. If employed, the candidate will be required to submit official transcripts from the institution(s);
- 7) Writing Sample – Below are two (2) questions that will assist us in getting to know you. Please write to the extent you feel is necessary to cover the issues and express your beliefs.
  - A. Please tell us what truths you hold to be important and/or non-negotiable, with regards to being a leader of a community of learners, and how those values impact how you will lead students, staff, parents, and community as a Principal in the Centennial School District. This question is intended for you to tell us “who you are” when it comes to leadership of a school, rather than what you know. Please tell us about 1) The values you hold that impact your leadership of people; and 2) Give us a real life example of how the values you hold have impacted those you have worked with and/or led.
  - B. Centennial School District has a board adopted equity policy built around the belief that “Race/ethnicity, economic circumstance, primary language and special needs do not predict academic success.” How does this fit (or not) with your personal beliefs? How does it apply to the role of Principal?

## **Two (2) Ways to Apply:**

- 1) Email (preferred) – Applicants may submit materials to: [shannon\\_burley@csd28j.org](mailto:shannon_burley@csd28j.org)
- 2) Hard Copy Application – Applicants may submit materials, via hardcopy, to 18135 SE Brooklyn St, Portland, OR 97236

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### **For Information Contact:**

James Owens  
Assistant Superintendent/Human Resources Director  
18135 SE Brooklyn St  
Portland, OR 97236  
Phone: 503-760-7990

### **For Application Visit Office or Download:**

18135 SE Brooklyn St  
Portland, OR 97236  
Shannon Burley, HR Secretary  
Phone: 503-762-3641  
[www.csd28j.org](http://www.csd28j.org)

## JOB DESCRIPTION - Administration

### JOB TITLE: Principal - Alternative School (Small Schools Principal)

**Job Purpose Statement/s:** The position of Principal - Alternative School - is to serve as the educational leader and chief executive officer of the school and, as such, to be responsible for the direction of the school's educational program in alignment with the district's 5-year strategic plan, operation and management of the school facility, participation in staff and student activities, and establishment of effective community relations.

#### Essential Job Functions:

- **Facilitate** the school improvement process with the effective use of formative and summative data to increase implementation fidelity of research-based practices.
- **Develop, enhance, and sustain** culturally proficient classrooms in the building to ensure students are engaged in purposeful learning in a safe and respectful manner.
- **Establish and maintain** an effective learning climate in the school.
- **Provide** leadership in the development of the instructional program, based upon current research on effective alternative schools.
- **Chairs** meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- **Evaluates** personnel for the purpose of ensuring standards are achieved and performance is maximized.
- **Supervises** instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving over-all objectives of school's curriculum.
- **Administer** the school and its instructional program in all its facets.
- **Supervise** all support services, including custodial and maintenance, security, dining services, and recreational programs.
- **Supervise** all specialized programs (Special Education, Counseling, ELL, etc.) to enhance individual student educational growth and development.
- **Supervise** the school staff and be **responsible** for the recruitment, screening, hiring, training, assigning, and evaluation of the staff, both licensed and classified.
- **Supervise, administer, and allocate** the building's financial budget and make decisions for its use.
- **Establish** guides for proper student conduct and **maintaining** student discipline.
- **Utilize** all resources of the school and the community in developing the most effective educational system.
- **Develop and support** a community relations program with parents and local community groups as a means of interpreting and furthering school programs and **encourage** parent and community participation in the school's program(s).
- **Interpret and implement** board policies, administrative regulations, and negotiated agreements.
- **Develop and provide** in-services programs for the staff's professional development and growth.
- **Initiate, design, and implement** programs to meet specific needs of the school and its students through the promotion of differentiated instruction within the core and tiered instruction, meeting the intensity of student need.
- **Develop** school plans and organizational procedures for the health, safety, discipline, and conduct of students as established by district policies and procedures.
- **Ensure** that all school activities are adequately planned and supervised.
- **Prepare and supervise** the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.

#### Other Job Functions:

- **Assist** department personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Acts** as a teacher as needed.
- **Continues** to grow professionally by attending professional meetings, reading professional journals, etc.
- **Perform** other duties, as assigned.

**Job Requirements-Qualifications:**

- **Experience Required:** Prior job related experience with increasing levels of responsibilities in school setting.
- **Experience Preferred:** Prior job related experience in an alternative education setting, working with students receiving special education services in an inclusive environment, creating and implementing behavior intervention plans, and utilization of the collaborative problem solving approach.
- **Skills, Knowledge and/or Abilities Required:**

*Skills* to appropriately manage personnel and programs, communicate effectively, problem solve.

*Knowledge* of curriculum, education code, district policies.

*Abilities* to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling, fingering, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.

**Licenses and/or Testing Required:** Appropriate administrative license, valid driver's license and evidence of insurability, and Criminal Justice fingerprint clearance.

**Terms of Employment:** 225 days per year. Salary to be established by the Board.

**Evaluation:** Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Professional Personnel.