



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:**

Principal – Meadows Elementary School

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

District Vision: *Centennial School District builds authentic relationships with our diverse community that equitably engages and honors all voices. We intentionally implement rigorous, culturally relevant, and evidence-based practices to cultivate academic excellence for each student.*

Salary: \$117,122 (based on 2018-2019 Salary Schedule)

Contract Days: 225

Opening Date: January 25, 2019

Closing Date: February 15, 2019

Start Date: July 1, 2019

The School:

Meadows Elementary is a medium-sized school of approximately 400 students with an outstanding staff to serve the needs of the diverse student body in the Meadows Elementary attendance area (East Metro area of Portland – located in Multnomah Co., bordering Gresham and Portland). The District (and school) has an established Professional Learning Community culture, provides collaboration time, and promotes distributive leadership.

Meadows Elementary 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 4:30pm on Friday, February 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);
- 2) Letter of Interest;
- 3) Current Resume;
- 4) Three (3) Current Letters of Recommendation;
- 5) Unofficial Transcript(s) of undergrad/grad coursework. If employed, the candidate will be required to submit official transcripts from the institution(s);
- 6) Copy of Oregon Administrative License (or verification of process to obtain a TSPC Oregon Administrative License);
- 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 is a medium-size suburban school district located in the East Portland Metro area. Our school district boundary houses a diverse population representing over fifty (50) separate languages and many different races. The Centennial School District has become increasingly racially diverse in the last fifteen (15) years and we believe that ethnicity, economic circumstance, and special needs are not (and should not be) predictors of academic success. Please share with us what you believe about having the same high expectations for all students and what you would say to an educator in “your” building that does not hold high expectations for every child under their care.

Two (2) Ways to Apply:

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

For Information Contact:

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

For Application Visit or Download:

18135 SE Brooklyn St
Portland, OR 97236
Shannon Burley, HR Secretary
Phone: 503-762-3641
www.csd28j.org

JOB DESCRIPTION - Administration

JOB TITLE: Principal - Elementary School

Job Purpose Statement/s: The position of Elementary School Principal - 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 non-negotiable improvement goals, 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 elementary schools.
- **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.
- **Insure** 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:

- **Participate** in weekly administrative meetings and serve actively to improve communication, cooperation, and planning with administrators, staff, and the community with the goal of aligning the building's school improvement plan to district priorities.
- **Confer** with district office representatives to determine building needs.
- **Cooperate** with other principals and district administrators in determining the allocation of district funds for instructional purposes.
- **Plan** new employee orientation activities at the building level.
- **Attend** regularly scheduled School Board meetings.

Job Requirements - Qualifications:

- **Experience Required:** Five years experience as a building teacher and or administrator at this specific grade level.
- **Skills, Knowledge and/or Abilities Required:**

Skills in analyzing and interpreting data to facilitate goal setting for instructional improvement. Skill in the development and implementation of programs to assist employees in successfully reaching personal and professional goals through the district's evaluation and coaching procedures. Strong communication, motivation, and problem-solving skills.

Knowledge of recent research in professional journals and other publications, and skilled in discussing problems of mutual interest with others in the field of school improvement and in performance-based educational programs. Knowledge specifically related to the behavioral and instructional research based practices used by the district, including Balanced Literacy, School-wide Positive Behavioral Intervention Supports (PBIS), and instructional improvement through Professional Learning Communities (PLC's).

Abilities to sit for prolonged periods, perform a variety of specialized and responsible tasks, maintain accurate records, establish and maintain cooperative working relationships with students, parents, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, and 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.