



St. Helens School District  
St. Helens, OR  
Job Description

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**Job Title:** Options Principal – Plymouth High School  
**Reports To:** Superintendent

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**JOB SUMMARY**

Under the direction of the Superintendent the Plymouth High School Principal oversees all aspects of the district's options high school. The Principal provides leadership for the instructional program, as well as coordinating the implementation, review, and revision of the curriculum at the building level. Supervises school staff regarding instruction, curriculum, student programs and management and building operations, and consistently seeks to improve site operations. Schedules and leads building-level meetings and attends other meetings as appropriate.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Implement Board policies and administrative rules and regulations.
2. Maintain student, faculty, and parent committees as necessary to assure communication among school and community groups and provide a systematic avenue for the discussion of school programs, practices, and policies.
3. Keep students, teachers, and parents informed of decisions; thereby gaining increased understanding and support in all areas of the school program.
4. Establish and maintain a systematic plan for keeping of student's records on attendance, promotion, and other matters as required.
5. Devise plans and execute training programs that assure safe conduct of students and staff for fire, earthquake, and /or emergencies.
6. Keep the Superintendent informed of the schools' activities and/or issues.
7. Take all reasonable precautions to safeguard the health, safety, and general welfare of staff and students.
8. Take emergency measures in the event of injury and report such injuries to superiors, as well as proper authorities.
9. Take appropriate actions as required to increase student safety and to protect citizens and their property.
10. Prepare and submit the school's budgetary requests and monitor expenditures of funds.
11. Provide for the establishment of guidelines for proper student conduct and discipline.
12. Work with the administrative staff on school issues that support schools, students, staff and activities such as transportation, special services and support services.
13. Participate in appropriate District meetings as may be requested.
14. Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
15. Assure that there is adequate district administrative coverage in your absence.
16. Other duties as assigned.

## **INSTRUCTIONAL PROGRAM:**

In fulfilling responsibilities for the instructional program, the principal shall:

1. Establish and maintain an effective learning climate in the school.
2. Be responsible for the detailed organization of the school and for the assignment of duties to the members of professional and non-licensed staff.
3. Lead the staff in developing and adapting courses of student and school programs to achieve the goals of the District, school, and District and State curriculum requirements.
4. Encourage teacher participation in discussions and deliberations regarding instruction, staff development, budget, and other programs.
5. Create a mission and vision for Plymouth High School that encompasses the instructional program and school climate and culture.

## **STAFF DEVELOPMENT AND EVALUATION:**

In fulfilling the responsibilities of staff development and evaluation, the secondary principal shall:

1. Assist in the recruiting, screening, training, assigning and evaluation of all school personnel. This shall include recommendation as to initial employment as well as continued employment or dismissal.
2. Provide for the orientation of newly assigned staff members and assist in their development, as appropriate.
3. Plan and conduct with the professional staff, at least one meeting each month for the cooperative study of instructional improvement.
4. Provide for the development of a systematic program of supervision and evaluation of the entire staff.

## **COMMUNITY RELATIONS:**

In fulfilling the responsibilities in the area of developing and maintaining effective community relations, the principal shall:

1. Establish and maintain favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and programs, to interpret Board policies and administrative directives, and to discuss and resolve individual student problems.
2. Help to establish and maintain viable and effective parent organizations.
3. Establish an effective system for handling all complaints and concerns, including the investigating of facts, and constructive responses to legitimate grievances.
4. Keep written copies of communication from and with patrons, apprising the Superintendent of significant problems.
5. Submit copies of replies to the Superintendent in instances where complaints have been registered.
6. Coordinate Site Committee activities and decision-making.
7. Perform any other related tasks that may be assigned by the Superintendent.

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## **SUPERVISORY RESPONSIBILITIES**

1. Licensed and classified staff at Plymouth High School.

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## **PURPOSE**

1. To uphold and advocate for the District's mission, vision, and core values.
2. To help assure the physical, mental, and emotional well-being of staff and students under the care of the administrator.
3. To ensure equitable student outcomes.
4. To champion equitable access to education in the options high school and Virtual Academy for any district student who could benefit from these programs.

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## 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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master’s degree in education or related field. At least 5 years of increasing and successful building-level leadership experience.
- Excellent interpersonal and conflict resolution skills, as well as an ability to listen for empathy and understanding to build a school culture of safety and student and staff achievement.
- Ability to communicate fluently verbally and in writing. Ability to effectively present information and respond effectively to questions. Ability to verbally respond to common inquiries. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations.
- 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 concrete variables in standardized situations.
- General knowledge of computer usage and ability to use e-mail, internet software and word processing software.
- Ability to appropriately communicate with students, teachers, parents and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
- Knowledge of Trauma Informed Practices and Social Emotional Learning. Ability to apply these practices to the scope of work.
- Oregon administrator’s license, or the ability to obtain one.

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## 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.*

**In an 8-hour workday, this job requires:**

**R** - Rarely (Less than .5 hr per day)

**O** - Occasionally (.5-2.5 hrs per day)

**F** - Frequently (2.5-5.5 hrs per day)

**C** - Continually (5.5-8 hrs per day)

**NA** - Not Applicable

Physical Requirements	NA	R	O	F	C
Sitting					x
Stationary Standing					X
Walking (level surface)					x
Walking (uneven surface)			x		
Crawling		x			
Crouching (bend at knees)			x		

Stooping (bend at waist)				X	
Twisting (knees/waist/neck)				X	
Turn/pivot				X	
Climbing (stairs)			X		
Climbing (ladder)		X			
Reaching Overhead			X		
Reaching extension				X	
Repetitive use arms		X			
Repetitive use hands grasping		X			
Repetitive use hands squeezing		X			
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling (Maximum Weight: 40 lbs)		X			
*Lifting/Carrying (Maximum Weight: 40 lbs)		X			

\*Identify items typically moved: Furniture, books, boxes

**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.

**OTHER**

**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: St. Helens SD Prepared Date: 5/2024

I have read and understand this job description.

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

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