



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

Job Title: MS Principal
Reports To: Superintendent

JOB SUMMARY

This position has primary responsibility for directing the operation of the middle school and staff in order to provide optimum learning conditions for students.

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. Administers a program of supervision and evaluation of personnel assigned to the school.
2. Determines staffing needs, participates in staff selection, and assigns staff to specific duties and responsibilities.
3. Creates the middle school master schedule.
4. Develops and administers school operating procedures in keeping with law, rule, applicable negotiated agreements, and board policy, and communicates same to students and parents.
5. Supervises a plan to organize and direct student activities.
6. Develops, administers, and exercises control of expenditures of a school budget within state and district guidelines.
7. Prepares, maintains, completes, and submits in a timely manner accurate records and/or reports.
8. Supervises the general care and upkeep of the school and its grounds.
9. Supervises the selection, hiring, and training of middle school staff.
10. Establishes and implements a communication procedure to advise the community of school programs/activities, rules, policies, and procedures, and to notify parents of student progress.
11. Works to maintain improved elements in community public relations.
12. Causes and maintains a positive and effective learning climate in the school.
13. Attends school, district, and out-of-district meetings as requested or required.
14. Attends middle school functions on a regular basis.
15. Delegates appropriate areas of responsibility to the assistant principal.
16. Provides leadership in the area of staff development for all school staff.
17. Oversees the scheduling and use of the school by members of the community.
18. Interacts thoughtfully and courteously with students, staff, and parents, and resolves conflict in a professional manner.
19. Professionally represents the school and the district in interactions with parents, community, staff, and students.
20. Maintains appropriate certifications and training hours as required.

21. Adheres to district policies and complies with applicable state, local, and federal laws, rules and regulations.
22. Attends work regularly and is punctual.
23. Adheres to Dallas School District Workplace Expectations and Professional Communication standards.

MARGINAL DUTIES & RESPONSIBILITIES

1. Attends student activity nights.
2. Purchases items for student store.
3. Helps with student discipline if necessary.
4. Participates in PTC.

SUPERVISORY RESPONSIBILITIES

1. This position supervises middle school staff and the assistant principal.

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.

1. Master's Degree in Education, Supervisor and/or Administrative License. Prior experience as a teacher and building administrator.
2. Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to district a positive team spirit. Demonstrated ability to successfully work with staff and public.
3. Ability to communicate fluently in English, both verbally and in writing. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies, or members of the community. Ability to write reports and business correspondence.
4. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and percent and to draw and interpret graphs. Ability to apply concepts of algebra, geometry, and statistics.
5. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
6. Advanced level of computer competency.
7. Ability to appropriately communicate with students, teachers, parents, members of the community, and others including vendors, law enforcement, and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.
8. Certificates as determined by the district. Must have possession of, or ability to obtain, a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.

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 talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee must regularly lift and/or move up to 20 pounds and occasionally up to 60 pounds. Specific vision abilities required by this job include close vision.

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 work environment is in the middle school office and throughout the middle school grounds. The noise level in the work environment ranges from low in the office to high during school activities and gathering times.

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: 12/11/2024

I have read and understand this job description.

Signature: _____

Date: _____