

**SPRINGWATER ENVIRONMENTAL SCIENCES SCHOOL
POSITION DESCRIPTION**

Title: PRINCIPAL

Reports to: Springwater Environmental Sciences School Board of Directors, through Board Chair

Supervises: All Springwater employees and volunteers

Job Goal: To serve as the educational leader and chief executive of the school, and, as such, to be responsible for promoting the educational development of each student and the professional growth and performance of the staff, operation of the school facilities, and establishment of effective parent and community relations.

DUTIES and RESPONSIBILITIES

Education & School Management

1. Assist in the development, implementation, and administration of school operations and operating procedures to ensure compliance with (1) federal, state and local laws, rules and regulations, (2) schools contracts, agreements and obligations—including the Charter Agreement between Oregon City School District and Springwater, and (3) grant obligations (as applicable).
2. Implement Board policies for the operation of the School.
3. Work with the school staff to create, review, and work toward attainment of the school's Mission and Vision Statements.
4. Work with the school staff to develop a comprehensive School Improvement Plan in compliance with state regulations and Charter Agreement, identifying the areas targeted for growth and activities planned for improvement.
5. Provide a School Improvement Portfolio containing all pertinent academic, behavioral, attendance, demographic, school report card, and AYP data to the Springwater staff and parents, and to Oregon City School District.
6. Provide leadership and support to staff in on-going curriculum review, evaluation, development and implementation, and ensure that educational services align with State curriculum guidelines and Charter Agreement obligations.
7. Work with staff to establish and implement a public information program to advise the community of school programs/activities and to inform parents of pupil progress. Represent the school in community affairs, news media, and public events. Develop and manage the public relations program for the school, including media relations, direct mail, event publicity, and web site.
8. Provide support as needed to parent-led advisory committees/organizations.

9. Effectively and efficiently communicate operating procedures to staff, students and the community. Supervise staff and students to ensure compliance with the operating procedures.
10. Provide for the development and management of a volunteer program to supplement the educational offerings of the school, including training sessions for individuals interested in participating in any capacity as a volunteer at the school or any school related activity.
11. Attend and participate in schoolwide community events such as bonfires, movie nights, hoe downs, the school auction and other fundraisers.

Personnel

1. Develop, implement, and administer a program of hiring, supervision and evaluation of personnel assigned to the school, and conduct performance evaluations of staff.
2. Determine staffing needs, participate in staff selection, arrange for substitute personnel, and assign staff to specific duties and responsibilities, in consultation with staff.
3. Communicate to the Board any substantive changes in staffing or any substantive changes in staff schedules or responsibilities.
4. Oversee and administer staff contracts, and ensure timely payment, vacation scheduling, sick leave and all other administrative actions required.
5. Work with staff to develop and conduct or locate Professional Development activities for school personnel (classified & certified) that correspond to the school's mission and purpose statements and meet individual needs.
6. Work with staff to develop and conduct annual staff development/planning time before the beginning of each school year and at the end of each school year.

Students

1. Provide leadership for the school's staff to develop and implement plans and procedures regarding student conduct.
2. Interact directly with students, staff and parents to address behavior and academic problems and concerns.
3. Exercise authority as a hearing officer to suspend and expel students, should that become necessary.
4. Participate as the "administrative representative" on IEP, 504 and TAG teams or identify a designee.
5. Engage with staff and students continually, in all settings. Visits classrooms, bus loading/unloading, cafeteria, playground, etc on a daily basis to observe, participate and support learning and teaching.

Budget & Finance

1. Advise and consult with the Board with regard to budget and finance matters.
2. Administer expenditures of the school budget within state and school guidelines and consistent with Board policies, budgets, and financial management procedures.
3. Assess operational needs of Springwater (including insurance, accountability, staffing, equipment, maintenance, and document maintenance) and provide appropriate recommendations to the Board and take appropriate action to address such needs.
4. Provide appropriate information and reports to Springwater's financial and business advisors. Prepare appropriate accountability reports to government entities and grant sources.
5. Prepare, maintain, complete and submit accurate records and reports in a timely manner.
6. Provide support as needed to the Board and fundraising committee in developing fund-raising activities for Springwater, including alumni/community/student family donations, private and public grants, and other sources of funding.

Building

1. Supervise the general care and upkeep of the school and its grounds.
2. Coordinate use of the facility for community activities per Board policies.

Board Relations

1. Regularly attend Board meetings and Board Committee meetings.
2. Inform the board of all critical information relating to the operation of Springwater, including relevant trends, significant staff concerns, significant changes in school operations, anticipated adverse media coverage or critical external or internal change. Distribute appropriate information to all board members.
3. Work with Board Chair to resolve problems and concerns raised by board members.
4. Work with Board Chair to develop agendas for board meetings.
5. Work with the Board Chair to provide the Board prior to each board meeting information needed on any agenda item, including any recommended action to be taken.
6. Implement Board policies and directives, and such other functions as the Board shall, from time to time, authorize and direct.

Professional Development

1. Work with the Board Chair to establish yearly professional goals.
2. Prior to the evaluation of the Principal, provide the Board with a year-end summary of progress in meeting established goals.

ESSENTIAL REQUIREMENTS: To perform this job successfully, an individual must meet the following requirements:

Background and Philosophy

1. Hold and maintain an administrative license from the State of Oregon TSPC.
2. Preferably have at least two years' experience in a charter or alternative school setting, either as a parent, staff member, or volunteer.
3. Preferably have prior experience in a traditional public school setting, knowledge of and/or experience in a K-8 school.
4. Preferably have prior experience as a school leader, working with diverse groups of parents, staff and students.
5. Must believe in the mission and program of Springwater Environmental Sciences School, including its emphasis on scientific inquiry and project based learning.
6. Must understand and endorse the special qualities of a charter school's relationship with parents and community.

Skills

1. Demonstrate the ability to communicate clearly, in a manner appropriate to the target audience, including both written and oral communication.
2. Demonstrate sufficient familiarity with technology as needed to facilitate communications, data collection and presentation, and other uses necessary for satisfactory completion of job duties.
3. Demonstrate organizational skills and the ability to prioritize, collect and clearly present information in a way that is understandable to others.
4. Demonstrate the ability to involve staff, students and parents, as appropriate, with problem-solving in a caring and respectful manner.
5. Demonstrates the ability to motivate, support, coach and evaluate staff.
6. Demonstrate the ability to develop rapport with students, acting firmly but with kindness and compassion.
7. Knowledgeable about educational theory and best practices in a K-8 school, curriculum and instructional methodology.

Personal Characteristics

1. Represents the School positively, personable yet professional.
2. Demonstrate patience, diplomacy, flexibility and creativeness in working through problems.
3. Demonstrate the personal qualities of emotional control, fairness, humor, and resilience, inspiring confidence in all parties.
4. Have the confidence to hear and accept constructive criticism, to be self-analytical.
5. Maintains regular attendance, punctuality, and promptness in dealing with duties.
6. Demonstrate a high standard of ethical behavior and confidentiality.

Physical Demands

Perform physical requirements which may include:

1. Moderate to extensive degree of physical and emotional stamina.
2. Frequent and prolonged standing, walking and sitting.