

THE VILLAGE SCHOOL

3411 Willamette St, Eugene, OR 97405 (541) 345-7285

JOB POSTING

INTERIM PRINCIPAL

Date: 07/02/19

To: All Qualified Applicants

Job Title: 1.0 FTE Interim Principal, for the 2019-20 school year. Candidate may participate in hiring process for permanent position.

The Village School is seeking an experienced, energetic, thoughtful, and ambitious educational leader who will have immediate positive impact on our innovative school.

SCHOOL AND MISSION:

The Village School is a public charter school serving 225 children in Kindergarten – 8th grade offering a curriculum inspired by Waldorf education and other holistic principles. Our mission is to provide an education that fully integrates the arts with an academic curriculum, guided by observations of child development that promote the healthy growth of the whole human being – the head (thinking), the heart (feeling), and the hands (willing). The Village School strives to create a community that honors truth, beauty, and goodness and encourages development of the inherent gifts of each school community member. We offer schoolwide Title I services, with nearly 60% of children qualifying for free and reduced lunches. We have a nationally recognized lunch program that offers delicious and healthy meals to students and staff.

SUMMARY OF POSITION:

The Interim Principal is an academic leadership position charged with administration of the school's educational programs. The Interim Principal assures compliance of school programs with the Village School objectives, and applicable requirements pursuant to our charter with the Eugene School District 4J and applicable law. The Interim Principal is an employee of the Village School Board of Directors.

Staff and curriculum development are contracted out to the Village School Foundation, a nonprofit organization whose sole mission is to support the education, management, administrative, facilities, and fundraising needs of the Village School. The Interim Principal works as the Education Director of the Village School Foundation to ensure curriculum and professional development objectives are fulfilled.

Our school strives to make decisions with input from all stakeholders. The successful candidate will demonstrate a commitment to realizing our mission through collaboration with the Executive Director, faculty and staff. We have a co-leadership structure with administrative duties shared with the Executive Director, requiring a collaborative attitude to lead the school. The Interim Principal's focus is on instruction, curriculum, professional development, faculty and staff evaluations, student and parent interactions, student safety and coordinating school events and activities. The Executive Director's focus is on finances, facilities and risk management, fundraising, procurement, public

relations, and support services management. Both positions report directly to the Village School Board of Directors.

ESSENTIAL JOB FUNCTIONS

Education

Leads

- Manages school teaching staff organizational structure, scheduling, grading, disciplinary functions, and schedules.
- Works closely with IEP and Title staff to ensure effective implementation of student support systems, monitors student achievement, and makes annual adjustments in Comprehensive Assessment Plan (CAP) to ensure standards are achieved and performance is maximized.
- Participates in the formation of IEP/504 plans and upholds Special Education rules and laws.
- Recommends to the Board academic policies, procedures and/or actions for the purpose of providing educational staff with direction and/or data for decision-making.
- Works collaboratively with teaching staff to implement student behavior management.
- Works with the teaching staff to support, assess, evaluate, and improve upon curriculum that supports the school's pedagogical approach and mission statement.

Human Resources

Leads

- Supervises and evaluates teaching staff to ensure quality instruction, student achievement and educational goals and professional development goals are met.
- Coordinates with universities for field experience, practicum and student teachers.
- Manages teaching staff professional development, trainings and meetings.
- Processes personnel actions and/or related matters for the purpose of documenting such actions and adhering to school policies and /or education code.
- Oversees student interns.

Co-Leads

- Screens, interviews and hires applicants in collaboration with Executive Director. Attracts, assesses, develops, motivates and retains a diverse workforce that drives results.
- Collaborates with Executive Director in conducting negotiations with employee groups.
- Maintains teacher evaluations, disciplinary records, professional development units and employment application records while Executive Director maintains all other personnel data for record keeping purposes.
- Evaluates administrative staff with the Executive Director

Communication and Public Relations

Leads

- Chairs meetings (e.g. main lesson, curriculum, safety, special committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, charter and statutory requirements.
- Facilitates positive collaborative communication between personnel, students and/or parents.

Co-Leads

- Presents information on services, regulations, etc., in collaboration with the Executive Director, for the purpose of serving as a resource to school personnel, 4j and other districts.

- Oversees public relations/community outreach including weekly newsletter in collaboration with Executive Director.

Financial Management and Compliance

Leads

- Prepares various written documents needed for compliance by the district or state.
- Responsible for expenditure approval for items related to professional development and other principal-designated funds. The Executive Director approves all other budget expenditures.

Co-Leads

- Oversees the risk management program, in collaboration with the Executive Director, for the purpose of reducing or eliminating situations that may negatively impact finances.
- Keeps informed of budget through updates with the Executive Director to understand funds available and budget implications of decisions.

Supports

- Participates as a member of the finance committee.
- Supports school fundraisers managed by Executive Director.

School Management

Leads

- Completes annual school Comprehensive Achievement Plan, school report cards, and enrollment reports by due date.
- Ensures effective management of standardized testing.

Co-Leads

- Manages effectively in a collaborative co-leadership model with the Executive Director.
- Ensures facility and operational services are effective in collaboration with the Executive Director.
- Understands, supports, monitors and emulates school culture. Models an inclusive and positive environment in all internal and external community involvement.
- Makes recommendations to the school board to achieve school objectives.

Supports

- Support the Board President in establishing the board agenda, along with the Executive Director; prepares and presents Principal report for the board.
- Other duties as assigned.

Relationship Management

- Builds/maintains collaborative relationships both internally & externally to positive ends.
- Uses different behaviors as necessary to achieve desired outcomes; able to amend own behavior to influence and gain acceptance.
- Collaborates with personnel, peers, and parents for the purpose of implementing and maintaining services and/or programs.
- Facilitates meetings, processes, etc. for the purpose of implementing and maintaining programs and services that achieve desired objectives.
- Shifts priorities to address changes in events or assigned goals.

- Inspires groups of individuals to work together to achieve a common purpose, promotes a culture of open communication and respect.
 - Actively establishes and promotes best practices for processes and standards; analyzes reasons behind results, takes actions to address failures and seeks to improve outcomes.
 - Never accepts excuses for breaches of ethics, values or regulations and confronts potential negative behavior in others.
 - Develops and uses effective and affirmative collaborative communications strategies to achieve organizational objectives; anticipates reactions and works hard to find common ground between stakeholders within opposing views.
 - Encourages constructive feedback and a culture that provides opportunities to develop.
 - Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
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SKILLS, KNOWLEDGE AND/OR ABILITIES

Professional Experience and Capabilities

- Strong communication skills that establish positive, collaborative working relationships with and among students, staff, parents, and the community
- Demonstrated advancement in responsibilities and scope of work in education
- Personnel leadership in a school setting.
- Knowledge and experience in arts-integrated holistic curriculum and instruction, such as Waldorf preferred
- Knowledge of education code & school policies and philosophies.
- Experience supporting students and families with Individual Education Plans (IEPs) and 504s.
- Ability to communicate well in written and oral form and with persons of varied cultural and educational backgrounds.
- Excellent organizational, planning, problem solving and implementation skills.
- Working knowledge of Microsoft Excel, PowerPoint, Word, email and online applications.

Education/Certifications

- Certified Oregon TSPC (Teacher or Administrative) Licensure required.
- Education: M.S./M.A./M.E.D. or higher preferred.
- First Aid, CPR, AED and Blood Borne Pathogens certification required.

Physical Abilities

- Abilities to sit for prolonged periods.
- Capacity to lift 40 lbs on occasion.

REQUIREMENTS PRIOR UPON EMPLOYEMENT

- Oregon Fingerprint and Criminal check clearance.
- Code of Conduct and Ethics Agreement signatory upon employment.

COMPENSATION AND BENEFITS

- Annual Salary: \$60,675 – \$79,568 DOE (7-year step scale based on experience as principal)
- 223-day contract

Version Summer 2019

- Employer Paid Medical, Dental, Disability and Vision Insurance, and free healthy lunch service on school days.
- Defined contribution and PERS defined benefit retirement coverage.

HOW TO APPLY

Please e-mail a cover letter, application, resume, three letters of recommendation, & copies of professional certificates to: mimagee@eugenevillageschool.org. Please download application at www.eugenevillageschool.org/jobs-volunteering

Guaranteed Review Date: **July 26, 2019**

The Village School does not discriminate on the basis of race, color, national origin, sex, gender, sexual orientation, religion, age or disability. The Village School is an Equal Opportunity and Affirmative Action Employer committed to workforce diversity and compliance with the Americans with Disabilities Act.