

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

06/2022	<u>PRINCIPAL ON SPECIAL ASSIGNMENT</u>	3.4.5.1
Effective Date	Job Title	Index

Primary Function:

Develops, implements, and coordinates projects for assigned areas. Works with level directors and key leaders in schools and departments to push strategic initiatives, develop and monitor related projects, and assist with implementation in schools.

Supervised By:

Executive Director of Human Resources and/or assigned designee(s)

Essential Functions:

- E-1 Prepares, implements, and analyzes the impact of projects and initiatives that directly address the district's strategic plan, equity lens, and department goals.
- E-2 Collaboratively engages with internal and external partners in project design and process.
- E-3 Consults with other school districts as necessary.
- E-4 Serves as key communicator, verbally and in writing, to explain purpose and scope of strategic initiative work.
- E-5 Provides project updates to key stakeholder groups, such as Licensed Communication, Classified Communication, Bilingual Teachers, and PACE.
- E-6 Determines workflow for projects to ensure that the process is efficient and productive, including roles and responsibilities, planned activities, and timeframe.
- E-7 Identifies necessary resources and logistics that will adequately support project design and process.
- E-8 Anticipates and mitigates potential barriers to the work; develops contingency plans that can help address problems that arise.
- E-9 Develops a sound strategy for project monitoring, which includes checks for quality and accuracy, as well as regular communication to supervisor(s) and/or Cabinet.
- E-10 Works closely with staff from operational departments as needed to develop appropriate strategies for utilizing resources.
- E-11 Develops plans for eliciting, gathering, and analyzing feedback.
- E-12 Leads or facilitates meetings with adequate agenda preparation and materials.
- E-13 Develops and leads individual, small group, and large group training as necessary for the successful implementation and maintenance of projects and initiatives.
- E-14 Takes precautions to secure and protect District material, equipment, and facilities.
- E-15 Performs other duties as assigned.

Minimum Qualifications:

- a. A valid and current Oregon administrator credential appropriate for the assignment.
- b. Strong interpersonal skills.
- c. Strong organizational skills.

Preferred Qualifications:

- a. Successful principalship including recruiting, hiring and supporting staff.
- b. Demonstrated experience closing gaps in student achievement.
- c. Successful experiences collecting, organizing and using student and teacher data.
- d. Successful experience working with and teaching adults.

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

06/2022	<u>PRINCIPAL ON SPECIAL ASSIGNMENT</u>	3.4.5.1
Effective Date	Job Title	Index

- e. Demonstrated ability to coach principals in improving teaching and learning in their school.
- f. Successful district level experience or demonstrated ability to work on district level initiatives that are closely aligned with the vision of the organization.

Work Environment / Conditions:

Climate controlled office setting with exposure to moderate to high noise intensity levels. Travel to schools and departments, occasional out of town travel.

Physical Requirements:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting, standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and materials, and lifting light objects.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Consistent with its obligations under the law, the District will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.

Calendar:

Placement upon the calendar appropriate for the administrator’s former school/building level.

Salary Level:

Placement at the level appropriate for the administrator’s former school/building level.

Evaluation:

Performance of this position will be evaluated according to the District’s process for evaluation of administrative personnel.

Salem-Keizer Public Schools is an equal opportunity employer.