Position Summary

The Principal on Special Assignment develops, implements, and coordinates projects for assigned areas. The position 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.

Supervisory Relationship

This position reports to the Assistant Superintendent for Instruction.

Essential Functions

General Responsibilities:

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

Required Knowledge, Skills and Abilities

1. Successful experience as a building principal including recruiting, hiring and supporting staff.
2. Demonstrated experience closing gaps in student achievement.
3. Successful experiences collecting, organizing and using student and teacher data.
4. Successful experience working with and teaching adults.
5. Demonstrated ability to coach principals in improving teaching and learning in their school.
6. Successful district level experience or demonstrated ability to work on district level initiatives that are closely aligned with the vision of the organization.

Minimum Qualifications

- A valid and current Oregon administrator credential appropriate for the assignment.
- Strong interpersonal skills.
- Strong organizational skills.
- Strong communication skills (oral and written).

Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.

Work Environment

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

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS
Pay Grade	To be determined on assignment
Developed by	Cydney Vandercar, Asst.Superintendent - Administrative Svcs
Reviewed by	Karen M. Hardin, Associate Director, Human Resources
Approved by	Gustavo Balderas, Superintendent
Last revised	July 17, 2019

This job description in no way states or implies that duties above are the only duties to be performed by this position. The Principal on Special Assignment will be required to follow any other instructions and to perform any other related duties as assigned by the Superintendent.

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