



Sisters School District

“Home of the Outlaws”

Curtiss Scholl
Superintendent

Administrative Job Posting
Permanent, Full – time Principal @ Sisters Middle School
Grades 6 - 8

POSTING DATE: February 6, 2025

Sisters School District is widely recognized as an implementer of innovative programs and support systems that make success possible for every student and team member. Our family-centered community enjoys a true hometown feel with outstanding school support. With plenty of sunshine and some of the country's most beautiful outdoor scenery and activities, it's the perfect place to live, learn and work.

DESCRIPTION:

Sisters School District seeks an inspirational and visionary Principal for Sisters Middle School to lead a student-centered, innovative learning environment. The ideal candidate will build on our goals to advance our culture of collaboration, inspiration, belonging, and skills-based preparedness while advancing modern educational practices that empower both students and staff. This leader will champion personalized learning and cultivate strong relationships and community partnerships to ensure all students thrive in an ever-evolving world.

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.

- Establishes and maintains an effective learning climate in the school and supervises the school's educational program.
- Establishes and maintains a positive and continuous public information and relations program with parents and community.
- Establishes and implements sound and consistent policies for appropriate student behavior.
- Supervises, assigns, and evaluates the staff of the building consistent with all state and federal legal requirements as well as with all Board policies and district rules and regulations.
- Manages the building operation consistent with District policies, rules, and regulations, state and federal laws.
- Provides for coordination of support school services within the school such as the lunch program, transportation, health services, special education, talented and gifted, music, physical education, and media services.
- Prepares and monitors the annual budget of the middle school
- Orients newly assigned staff members and assists in their development.
- Directs and/or attends appropriate school, district, and community meetings.
- Continues to grow professionally.
- Demonstrates effective communication and public relations skills with staff, students, parents, and community in both oral and written form.
- Supervises and/or prepares required reports, records, lists, and all other paper work appropriate to the administration of the elementary school.

- Keeps the superintendent informed of the activities, problems, and status of the middle school in a timely manner.
- Assesses the training needs of staff and arranges for and/or provides appropriate in-service and training.
- Works in a collaborative manner with other members of the administrative team on issues of district-wide impact and concern.
- Assists in the formulation, implementation, monitoring, and/or revision of district-wide policies and procedures.
- Assists the superintendent in the recruiting, screening, interviewing and hiring of staff.
- Maintains high standards of ethics, honesty, and integrity in all matters.
- Performs other duties as directed by the superintendent.

QUALIFICATIONS:

- Required Oregon Administrator License through TSPC.
- Record of successful employment.
- Knowledge and understanding of effective secondary educational programs.
- Knowledge and skill in leadership, staff development, supervision, and evaluation, effective discipline, extracurricular activities, communications with students, staff, parents, and the community.
- Budgeting experience.

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. The employee is frequently required to stand and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

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.

Occasionally perform work beyond a standard 40-hour work week when workload requires.

The employee is occasionally exposed to wet or humid outdoor weather conditions. The noise level in the work environment is usually low to moderate.

START DATE: July 1, 2025 - 225-day contract.

EMPLOYMENT, SALARY AND BENEFITS:

- This is a full-time (1.0 FTE), 225-day contract position, including 11 paid holidays, 3 personal days, bereavement and sick leave.
- Administrative salaries are determined based on education, market-competitive benchmarks and other relevant factors as determined by the District. The projected salary range for this position is \$110,000.00 to \$126,000.00.

- Sisters School District offers a competitive and comprehensive benefit package to team members, and contributes a district paid monthly amount towards these benefits. Benefits include medical, prescription, dental, vision, life and disability insurance, employee assistance (EAP) and wellness programs.
- Sisters School District offers additional optional benefits such as 403 (b) retirement savings plan, and other optional coverages.
- Employer-paid PERS is provided to qualified team members.

POSITION CLOSES: Friday, March 28, 2025

SUBMISSION DETAILS:

Please submit your letter of Interest, complete Talented Recruit & Hire Application, Resume, Oregon Administrative License, Transcripts and Three letters of recommendation on Talented Recruit and Hire @ <https://sisters.schoolspring.com/> (Link on webpage).

Contact: Tracy Suckow in the HR Department for any questions regarding this position @ 541 549-8521 #5021 or tracy.suckow@ssd6.org

Notice of Nondiscrimination

The Sisters School District is committed to equal opportunity and non-discrimination in all of its educational and employment activities. The district does not discriminate and prohibits discrimination and harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race¹, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, or veterans' status of any other persons with whom the individual associates.

¹ Includes discriminatory use of Native American mascot pursuant to OAR 581-021-0047. Race also includes physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type and protective hairstyles as defined by ORS 659A.001 (as amended by House Bill 2935 (2021)).