

# Vale School District 84

Code: **CCD**  
Adopted: 7/12/95  
Readopted: 9/10/08  
Orig. Code(s): CCD

## Principal

### Definition

Under general direction from the superintendent and in cooperation with district directors, the principal has the primary authority and responsibility for the overall operation and maintenance of a local school administrative unit.

### Distinguishing Characteristics

He/She has the delegated authority and responsibility for the specific details of the unit's operation. Considerable use of independent judgment and decision making is required in matters not having established rules, regulations or policies.

### Examples of Duties

1. Evaluation of staff.
2. Assists with the creation and development of short- and long-term educational goals and competencies.
3. Participates in the development of the district's annual budget.
4. Serves as a liaison among the district staff, students and patrons.
5. Provides information to parents, staff and students to accurately express the school program and its laws, rules and policies implemented to meet its goals.
6. Establishes and maintains a program of staff, student and parent communication to assure effective transmittal of appropriate information relevant to educational programs.
7. Fulfills other assignments as designated by superintendent and/or Board.

### Qualifications

Knowledge of:

1. Current methods and procedures for school management;
2. Laws, rules, policies and trends regarding school management;

3. Educational curriculum concepts and instructional techniques;
4. Learning theory and human psychology;
5. Evaluation and appraisal techniques;
6. Management team concepts;
7. Communication techniques;
8. Current state adopted curriculum and supplementary materials.

Ability to:

1. Provide leadership;
2. Establish and maintain management records;
3. Communicate effectively;
4. Work effectively as part of a management team.

### **Experience**

Demonstrated competency as a teacher, and where appropriate as a school administrator. Must have at least three years of educational experience utilizing student/school management related skills.

### **Education**

Oregon administrative license required.

END OF POLICY

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### **Legal Reference(s):**

SB 384 (2007)