

High School Principal/Academic Advisor/K-12 Curriculum Director

Organization:

Harney County School District #1J and Harney County School District #4

ADVERTISEMENT FOR VACANCY

JANUARY 22, 2019

PRINCIPAL – **Crane Union High School**

The Districts:

The Crane School Districts are located in south central Oregon and serve the frontier ranching community of Harney County, Oregon. Crane Union High School and Crane Elementary School are two separate school districts. This position is for 9-12 principal and k-12 curriculum director for both districts. Crane Elementary School is a K-8 district with approximately 103 students. The elementary district currently employs 6.5 full-time teachers. Crane Union High School District is a public boarding school with attendance boundaries encompassing 7,500 square miles. Crane Union High School currently serves approximately 75 students with 8.5 full-time licensed staff. The dormitory serves students who come from up to 150 miles away. Crane is a “union” high school because students come to high school from eight small rural K-8 elementary schools that are all independent school districts. Both Crane Elementary and Crane Union High School Districts offer a comprehensive academic program complemented by a strong athletic program.

The Community:

Crane is located on the high desert in southeastern Oregon, approximately 30 miles from Burns and 150 miles east of Bend, Oregon. The Crane area is rich in pioneer history. Reflective of this is a highly involved and supportive community in all aspects of the school districts. Primary industries include agriculture and tourism. Cattle ranching and farming are the primary agricultural products. The area is also known for its many outdoor recreational activities including hunting, fishing, birding, hiking, ATVing, snowmobiling, and rodeo. Our attendance boundary includes Steens Mountain, the Malheur National Forest and the Malheur Refuge.

For more information regarding this posting please contact:

Matthew Hawley, Superintendent

Crane Schools

541-493-2641

Harney County School District #1J is looking for a highly qualified and successful Principal/Academic advisor for Crane Union High School and k-12 Curriculum director.

The principal should have school leadership experience with demonstrated success raising student achievement, knowledge and skills to support district-wide instructional programs. Experience building effective teams along with exceptional instructional coaching skills is

essential. A qualified candidate must have a strong knowledge of current district curriculum, and experience with the implementation of literacy and math strategies.

QUALIFICATIONS:

1. Hold, or able to obtain, an Oregon Administrator Licensure
2. Successful teaching, leadership and/or administrative K-12 experience (Secondary experience preferred)
3. Successful experience as an administrator raising student achievement and graduation rates
4. Understanding of Oregon and Common Core Standards and Assessment and the ability to use data to lead school improvement efforts
5. Work experience in a culturally diverse setting
6. Effective management of school operations that support teaching and learning
7. Demonstrated proficiency with technology
8. Proven communication skills that establish positive, collaborative working relationships with and among students, staff, parents and the community

COMPETENCIES: Must demonstrate additional competencies as listed below:

Results Orientation:

- Sets high performance goals for themselves and others
- Monitors high standards for excellence with students, staff and other stakeholders
- Works with school resources and prioritizes activities to achieve maximum results based on goals
- Focuses school activities on student achievement

Action Orientation:

- Effectively plans and takes action to achieve goals and objectives
- Consistently identifies potential issues and obstacles and proactively works with the administrative and other teams to create and implement solutions
- Executes action plans despite ambiguity, obstacles or resistance

Impact and Influence:

- Establishes a culture of learning and achievement
- Acts consistently to influence others thinking and behavior to achieve results
- Communicates a clear vision of success and benefits to engage others
- Effectively identifies and engages stakeholders (e.g. parents, community) to drive consensus, build trust and facilitate change
- Is able to anticipate and respond to stakeholder concerns and identify and engage key influence and community resources necessary for success
- Influences others to take action

Planning and Problem Solving:

- Quickly recognizes patterns and trends related to school performance
- Analyzes complex information to formulate strategic vision and develop action plans
- Recognizes cause and effect between instructional activities and results
- Develops effective processes to achieve desired results

Confidence to Lead:

- Consistently takes on challenging situations and believes in ability to effect change
- Demonstrates strong commitment to others and presents ideas with confidence
- Takes risks to achieve vision and goals, even if they deviate from the norm
- Takes personal responsibility for mistakes and learns from them, while consistently following up with analysis and corrective action

Commitment and Dependability:

- The Principal is committed to assisting the staff and students to achieve success
- Desire to live in and actively support the community
- High expectations for students & staff

Activities associated with career guidance and counseling programs typically include:

- Advising students and parents on high school programs and academic curriculum, preparing them for college application and admission.
- Arranging dual/concurrent enrollment and Advanced Placement credits to prepare students for the rigor of postsecondary education.
- Planning and preparation for college admissions tests, SAT and ACT.
- Informing students about postsecondary financing that can be used to support advanced education and training.
- Developing career portfolios, which include test and grades results, examples of student work, and resumes and cover letters to prospective employers.
- Arranging job shadowing, work placements, and community-based learning programs to allow students to directly experience workplace situations.
- Sponsoring workshops, classes, focus groups, and special presentations that focus on job skills and personal development.

APPLICATION PROCESS: Please apply by emailing the following to: Janet Caldwell – caldwelj@harneyesd.k12.or.us and/or Matthew Hawley – hawleym@harneyesd.k12.or.us

1. Application
2. Letter of interest with a current resume, including current contact information
3. Three current letters of recommendations to include names, titles, addresses, home and office numbers of references
4. College transcripts (unofficial will suffice)
5. School Spring application <https://www.schoolspring.com/job.cfm?jid=3045136>
6. Any other supportive materials

TIMELINE: Closing date February 6, 2019 Or until filled

START DATE: July, 2019

COMPENSATION:

1. 225-day contract
2. Family medical, dental and vision insurance
3. Professional development and tuition reimbursement

4. Salary: Competitive (based on experience)
5. Unlike many districts, HCSD 1J pays the employee's portion of PERS.

*Reference checks will be made during the screening process.
Application materials will remain confidential.

Visit our Website at : www.cranehighschool.org
Harney County School District is an equal opportunity employer