



Athena-Weston School District is seeking an interim

## Principal for Weston-McEwen High School

### Position Summary

The Weston-McEwen High School Principal serves as the educational leader and chief administrator of the high school, responsible for implementing and managing the policies, regulations, and procedures of the District. The principal serves to ensure that all students are supervised in a safe learning environment that meets and exceeds the State Curriculum Standards, following the approved curricula and directives of the school.

Achieving academic excellence requires that the High School Principal work collaboratively to lead and nurture all members of the school staff and to communicate effectively with parents, members of the community, and colleagues. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, assessment, extracurricular activities, personnel management, student management, financial management, emergency procedures, resource scheduling, and facilities operations.

### Required Knowledge, Skills and Abilities

- Demonstrate excellent leadership and organizational skills and the ability to motivate.
- Demonstrate excellent integrity and good moral character and initiative.
- Highly developed communications skills.
- Flexible, innovative, creative.
- Open-minded, honest, straight forward, fair and equitable.
- Highly organized and strong follow-through with tasks and promises.
- Ability to lead diverse groups.
- Strong leadership skills.
- Ability to manage budgets and implement spending procedures and monitoring.
- Ability to interact with a diverse population of internal and external stakeholders.
- Ability to develop curriculum and lead instructional programs.

### Application Process

Posting closes May 19, 2017

Submit application to:

Athena-Weston School District

Attention: Laure Quaresma, Superintendent

375 S Fifth Street

Athena, Oregon 97813

- Letter of application detailing ability to successfully address the required qualifications.
- Resume
- Three letters of recommendation
- Administrative Certificate (or ability to obtain a license by the date of hire)



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**Principal for Weston-McEwen High School**

**Weston-McEwen High School**

**Grades:** 9-12 (187 enrollment)

**Staffing:** Total 17

• Administrators - 1

• Licensed – 12

• Classified – 5

<http://wmhs.athwest.k12.or.us/>