



P.O. Box 307 - 1204 1st Ave., Mosier, Oregon 97040
Phone: (541) 478-3321 ~ Fax: (541) 478-2536
"This institution is an equal opportunity provider."

Job Description: K-8 School Principal

Location: Mosier Community School

Reports To: Executive Director

Status: Full-Time, Exempt

Salary Range: \$123,082 - \$146,967 (Depending on licensure and experience)

Contract Days: 200 days (Mosier is moving to a 4-day school week for 26-27)

Mosier Community School: Located in scenic Mosier, Oregon, Mosier Community School (MCS) is a PreK-8 public charter school dedicated to fostering curiosity, critical thinking, and independent learning.

Our educational philosophy is built on three core pillars:

- **Place-Based Learning:** We leverage the unique geography and community of the Columbia River Gorge to provide our students with authentic, real-world context.
- **Multi-Age Modeling:** Our structure fosters relationships among students, teachers, and families. This model also fosters peer-to-peer mentorship and allows for fluid, continuous progress monitoring.
- **Whole-Child Support:** We maintain small class sizes supported by a team approach that includes an Intervention Specialist, ELD support, and integrated Social-Emotional Learning (SEL). Special Education is supported by our sponsor district, NWASCO/D21.

Position Overview

The K-8 Principal serves as the educational leader of Mosier Community School. This role is responsible for fostering a collaborative culture for the whole of the MCS Community, facilitating an ethic of learning, ensuring school safety, and managing day-to-day operations.

The Principal works to support students' learning academically, socially, and emotionally in partnership with the students, families and teachers. The Principal ensures that support and instructional staff have the resources and

professional development opportunities necessary to contribute to a thriving MCS. .

Essential Responsibilities

1. School Culture & Community Engagement

- **Visionary Leadership:** Foster a sense of shared purpose and dedication to learning among students, staff, and families. Coach and lead staff in the implementation of multi-age and placed-based learning.
- **Inclusive Environment:** Maintain an emotionally healthy, physically safe, and culturally competent school community that values diversity, learns from each other, and promotes positive student discipline.
- **Stakeholder Communication:** Serve as the primary liaison between the school and the community, ensuring transparent, proactive communication with all partners. Foster a positive relationship with our sponsor district, NWASCO/D21.

2. Instructional Leadership & Excellence

- **Curriculum & Assessment:** Facilitate the planning and implementation of instruction that is aligned to ODE standards. Oversee curriculum adoption, educator support, and implementation.
- **Data-Driven Growth:** Skillfully use internal and external data to monitor student progress, eliminate opportunity gaps, and drive measurable academic improvements.
- **Professional Development:** Conduct staff evaluations using the Danielson Framework; provide meaningful, timely feedback and sustained growth opportunities for licensed and classified staff.

3. Management Duties

- **Fiscal Management:** Assist in the management of the school budget in accordance with Board policy and the direction of the Executive Director
- **Strategic Planning:** Implement the school improvement goals within the framework of the strategic plan and collective bargaining agreements.
- **Emergency Oversight:** Develop and oversee safety protocols and emergency procedures to ensure a secure learning environment.

4. Supervisory Duties

- Manage and evaluate all certified and classified staff, instructional assistants, substitutes, and volunteers.
- Coordination with NWASCO/D21 with Special Education (SPED) and legal compliance for students, staff, and families.
- Leader in implementation and legal compliance of school 504 plans.

Qualifications & Skills

Required Education & Licensure:

- **Oregon Administrative License** (required).
- **Oregon Teaching License** (Elementary or Middle School preferred).
- **Master's or Doctorate Degree** in Education or Administration.
- Valid Driver's License and CPR/First Aid certification (or willingness to obtain).

Experience & Knowledge:

- Proven experience in building-level administration and classroom teaching.
- Proficiency in educational management platforms. (PowerSchool, ParentSquare, Oregon Data Suite, and NWEA/MAP)
- Strong understanding of recent educational research and instructional strategies.

Key Competencies:

- Exceptional written and oral communication; Spanish proficiency is highly preferred.
- Ability to listen, think critically, and respond respectfully in complex, non-standardized situations.
- Skilled in building relationships, collaborating, and managing conflict across diverse backgrounds.

Physical & Mental Requirements

- Ability to manage multiple tasks under pressure with frequent interruptions.
- High level of integrity, confidentiality, and professional ethics.
- Consistent and predictable attendance to support students and staff.

Application Process:

Applications are accepted March 12 - April 30, 2026 or until filled

Required documentation:

- Cover letter
- Resume
- Three (3) Letters of Reference

Submit documentation to:

- Michelle Dawkins, Executive Director,
(michelle.dawkins@nwasco.k12.or.us)

Mosier Community School is an equal opportunity employer. We are committed to building a diverse and inclusive team and welcome applications from all qualified individuals.