

# Middle School Principal/District Assessment Coordinator

## GENERAL SUMMARY

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Stevenson-Carson School District principals are expected to be stewards of the District's vision, mission, goals and instructional initiatives. Building administrators are instructional leaders and are expected to spend the majority of their time, energy, and talents focused on the quality of education being offered at their schools.

An instructional leader is one who understands the tremendous complexity of teaching and learning, and devotes the majority of the professional day planning and implementing initiatives to improve the quality of education in all aspects of their school. Instructional leaders observe instruction and provide ongoing feedback that is candid and powerful to improve student learning.

## REQUIRED QUALIFICATIONS

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1. Provides positive, collaborative and visionary leadership to staff, students and the community.
2. Builds, creates and maintains a culture that fosters collaborative relationships with students, staff and the community.
3. Models exemplary professionalism.
4. Expresses and communicates ideas clearly for different audiences in oral presentation and in written communication.
5. Ability to provide appropriate and innovative supervision and leadership to the instructional program.
6. Ability to seek relevant and current data, analyze and research complex information.
7. Ability to reach logical conclusions, make high quality decisions, and set priorities.
8. Successful experience responding to and engaging in a rural and diverse community.
9. Successful experience involving others in solving problems and guiding them to accomplishment and manage conflict in a positive and professional manner.
10. Successful experience as a strong facilitator and skilled at group process; positive attitude, sense of collegiality.

11. Successful experience leading the formal Professional Learning Communities process.
12. Successful experience in leading discussions and facilitating meetings.
13. Other criteria may be established by the selection committee.

## **EDUCATION & EXPERIENCE**

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### **Required**

Have at least three years of demonstrated successful certificated experience and at least one year of educational leadership and/or supervision experience.

### **Preferred**

Specific training as a school administrator and a master's degree.

Training and/or experience working with students with a variety of educational abilities, backgrounds, skills and cultures.

### **Licensing Requirement**

Possess or qualify for immediate issuance of a valid Washington State Administrative credential.

## **RESPONSIBILITIES**

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1. Creating a school culture that promotes the ongoing improvement of learning and teaching for students and staff.
2. Establishing and maintaining a positive learning environment for all.
3. Providing for school safety.
4. Leading the development, implementation and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements.
5. Assisting instructional staff with alignment of curriculum, instruction and assessment with state and local district learning goals.
6. Developing and leading school-based teams in the improvement of instructional and procedural practices.
7. Design and lead professional development programs that meet the needs of staff and students.
8. Monitoring, assisting and evaluating effective instruction and assessment practices.

9. Managing both staff and fiscal resources to support student achievement and legal responsibilities.
10. Partnering with the school community to promote student learning.
11. Demonstrating commitment to closing the achievement gap.
12. Effective communication and interpersonal skills with all constituencies.
13. Visible and supportive of all curricular and extra-curricular programs.

### **PHYSICAL REQUIREMENTS**

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Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary; if walking and standing are required only occasionally and all other sedentary criteria are met.

### **REPORTS TO**

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Superintendent or designee

### **TERMS OF EMPLOYMENT**

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TBD based on experience and qualifications. Compensation commensurate with districts of similar size in the surrounding area.

### **ADDITIONAL NOTE**

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Verification of identity and United States work authorization must be completed. The successful candidate for this position must be fingerprinted. Employment is contingent upon clearance by Washington State Patrol and Federal Bureau of Investigation.