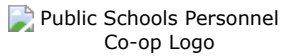


**PUBLIC SCHOOLS PERSONNEL CO-OP
invites applications for the position of:**



Willapa Valley-Principal- Middle & High School

JOB TYPE: Regular Full-time
LOCATION: Willapa Valley High School 22 Viking Way Raymond
DEPARTMENT: Willapa Valley School District - Willapa Valley High School
SALARY: \$88,000.00 - \$100,000.00 Annually
OPENING DATE: 04/23/19
CLOSING DATE: Preferred application date: 06/14/19 05:00 PM. Open until filled.

Apply at:

Apply online at www.esd113.org. Go to "Jobs" tab.

DESCRIPTION:

Willapa Valley Middle & High School, a small, rural school of approximately 200 students in grades 6-12 seeks energetic, organized, and engaging middle & high school principal. Strong communication skills, interpersonal skills, and a desire to make a positive impact on others are necessary. Position is open until filled.

Job Goal:

To oversee the day-to-day operations of the school and become an integral part of school improvement, using leadership, supervisory and administrative skills so as to promote the continued engagement and educational development of each student. To engage families and community in school development.

EXAMPLES OF DUTIES:

Performance Responsibilities:

1. Supervises the school's education program
2. Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students
3. Assists in the development, revisions and evaluation of the curriculum
4. Supervises all professional, paraprofessional, administrative and nonprofessional personnel attached to the school
5. Assists in the recruiting, screening, hiring, training, assigning and evaluation of the school's professional staff
6. Assumes responsibility for the safety, administration and supervision of the school
7. Budgets school time to provide for the efficient conduct of school instruction and business
8. Plans and supervises emergency preparedness program
9. Maintains accurate, complete and correct records as required by law, district policy and administrative regulations
10. Maintains high standards of student conduct and enforces discipline as necessary, according to due process to the rights of students
11. Ensure that staff development activities are being implemented in the classroom
12. Establish, communicate and implement follow-up procedures for all staff development
13. Strive to be an instructional leader by modeling effective instruction, assisting with planning and delivery of staff development, and recognizing outstanding instructional strategies used by teachers
14. Work to help create model classrooms where teachers can observe master teachers using instructional strategies that actively involve students
15. Work with the teacher leadership committee to develop school policies that raise expectations, including graduation requirements, attendance policies, behavior expectations, etc.
16. Supervises and evaluates the school's extracurricular programs
17. Assists in the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions
18. Supervises the preparation of school reports for the district office
19. Assumes responsibility for the attendance, conduct and health of students
20. Supervises the maintenance of accurate records on the progress and attendance of students
21. Acts as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life
22. Conducts all staff meetings
23. Fills in for classroom teachers when substitutes are not available
24. Attends and participates in professional growth opportunities
25. Writes letters of recommendation
26. Keeps current with educational research
27. Participates in professional organizations
28. Know, understand and monitor programs for all special needs students
29. Involve students, staff and community in creating educational excellence
30. Communicate regularly with students, staff, parents and community
31. Other duties and responsibilities as assigned by the superintendent.

TYPICAL QUALIFICATIONS:

Qualifications:

- 1. Valid Washington State Administrator Certificate
- 2. WSP/FBI Clearance

Please Submit:

Cover Letter
 Resume
 3 Certificated Reference Forms or Letters of Recommendation
 Washington State Administrator Certificate
 Transcripts

SUPPLEMENTAL INFORMATION:

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and in accordance with Washington State requirements and AWSP leadership framework.

Reports to:

Superintendent

The Willapa Valley School District #160 complies with all State and Federal rules and regulations and does not discriminate on the basis of race, age, color, national origin, sex, creed, religion, handicap, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Application of qualified minority educators, women and handicapped persons are encouraged. This holds true for all district employment and opportunities. Complaints of alleged discrimination and inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer, Nancy Morris or Section 504/ADA Coordinator, Jay Pearson, or Civil Rights Compliance Coordinator Jennifer Oatfield. Call (360) 942-5855 or write to PO Box 128, Menlo, WA 98561.

EQUAL OPPORTUNITY EMPLOYERS

Member districts of the Public Schools Personnel Cooperative (PSPC) provide equal opportunity for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunity shall be provided without discrimination with respect to race, color, national origin, religion, creed, age, sex, sexual orientation, gender expression or identity, honorably discharged veteran or military status, pregnancy, the presence of any sensory, mental or physical disability, the use of a trained guide dog or service animal, or any other basis prohibited by law. We also provide equal access to the Boy Scouts of America and other designated youth groups. Inquiries concerning equal employment opportunity or the application of Title IX, Title VII, ADA, Section 504 and ADEA may be directed to Jodi Petrovich, PSPC Administrator, at Capital Region ESD 113, 6005 Tyee Drive SW, Tumwater, WA 98512, (360) 464-6860. Such inquiries will be forwarded to the appropriate member district referred to in the inquiry.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.EdJobsNW.org>

Position #2019-01
 WILLAPA VALLEY-PRINCIPAL- MIDDLE & HIGH SCHOOL
 NM

6005 Tyee Drive SW
 Tumwater, WA 98512
 360-464-6855

edjobsnw@esd113.org