

Job Posting: Jr/Sr High School Co-Principal

2324-42

Date Posted: May 1, 2024

Date Closes: Best consideration by May 20, 2024

Term: 2024-25 School Year, July 1, 2024

Contract/Salary: 210 Days, Salary Schedule (\$137,676) SEBB insurance, PFML, Washington DRS, paid days off (12 sick days and 2 personal days)

Description: Seeking a dynamic and collaborative individual for a co-principal position. The co-principal will serve as a joint leader of the school, embodying our innovative co-principalship model. This model allows two principals to share leadership responsibilities, enhancing the school's management and educational outcomes. It provides diverse perspectives, a shared workload, opportunities for specialization, and an increased leadership presence and promotes continuity and stability within the school environment. This role emphasizes collaboration, innovation, and a united commitment to educational excellence.

Qualifications:

- Masters Degree; minimum 5 years experience in education
- Valid Washington State Principal Certificate
- Successful administrator experience – minimum 3 years desired
- Successful teaching experience at 7-12 grade level
- Understands state standards, assessment procedures, and student learning plans
- Knowledge of special programs to include but not limited to; Special Education and current State/Federal regulations
- Experience administering, managing, and monitoring a school budget
- Bilingual Spanish is preferred but not required

Responsibilities:

- Establish and maintain an effective, safe, and caring learning environment and a positive climate in the school, initiating and implementing programs to meet identified needs.
- Lead the development, implementation, and evaluation of efforts related to student academic achievement; knowledgeable of current trends in curriculum, instruction, and technology; implementing new state assessment requirements as needed
- Plan, organize, and implement a variety of school programs and activities related to a clear and shared focus established through collaborative processes, including the School Improvement Plan.
- Monitor the effectiveness of school programs and their impact on student achievement; analyze student assessment data, and provide leadership to the goal of improved student achievement for all students.
- Implement Board policies and procedures.
- Assist in the recruiting, screening, hiring, assigning and training of school staff.
- Evaluate building staff following appropriate laws and district policies and procedures.
- Orient newly assigned staff and assist in their development as appropriate
- Maintain current knowledge relative to special education

- Maintain current knowledge relative to English Language Learning students
- Develop and maintain positive and effective relationships with students, staff, and community through frequent and open communication.
- Act as liaison between the school and the community; foster understanding and solicit support for school programs and objectives; encourage community participation in school.
- Maintain high standards of student conduct and enforce discipline as necessary, providing support to staff and according to the due process rights of students.
- Be responsible for the health, safety, conduct, and attendance of students and for the development of appropriate programs and recordkeeping systems to document the same.
- Supervise the maintenance of accurate student records, including student transcripts.
- Establish building schedule; manage the scheduling of classes and student assignments within established guidelines to meet student needs and educational objectives.
- Ensure that staff is aware of and are provided with appropriate professional growth opportunities related to current research on effective instructional practices
- Monitor expenditures of funds in the building budget
- Provide approval for all Montesano Jr/Sr High school requisitions and purchases.
- Be responsible for the preparation of all reports, records, or data required or appropriate to the school's administration.
- Maintain regular attendance; adhere to board policy leave and administrative contract provisions.
- Work with various members of the district administrative team regarding all school-related issues.
- Provide support and leadership to all programs that support special needs populations.
- Serve as an ex-officio member of all committees and councils within the school and participate in a variety of district and/or community meetings as appropriate or required.
- Oversee and regularly attend all Montesano Jr/Sr High School activities; events, and programs; maintaining and improving activity opportunities for all students
- In collaboration with the Maintenance and Grounds Supervisor, oversee the management, cleanliness, maintenance, and improvement of Montesano Jr/Sr High School physical facilities and equipment.
- Provide for building safety and emergency procedures and drills in accordance with Board policies, state laws, and local ordinances.
- Perform related duties as assigned.

Evaluation:

The performance of this job will be evaluated annually in accordance with provisions of the board's policy on the Evaluation of Professional Personnel and in accordance with state requirements.

Application Procedures: Montesano District Staff; submit a letter of interest to sklinger@monteschools.org by the closing date



502 E. Spruce Ave, Montesano, WA 98563 • Phone 360.249.3942 • Fax 1.360.841.7198
Superintendent – Dan Winter • www.monteschools.org

The Montesano School District No. 66 complies with all federal and state rules and regulations and provides equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion, and training. Such equal employment opportunities shall be provided without discrimination with

respect to race, creed, religion, color, national origin, sexual orientation including gender expression or identity, veteran or military status, marital status, age, 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. Inquiries regarding compliance, appeal, and/or grievance procedures may be directed to Montesano School District's Title IX/RCW 28A.640 Officer, Pam Banks at 502 E. Spruce Ave, Montesano, WA, (360) 249-3942, and/or Section 504/ADA Coordinator, Shawn Brown, at 502 E. Spruce Ave, Montesano, WA, (360) 249-3942.

MSD provides equal opportunity for employment and all educational programs and activities.