



Klawock City School District

P.O. Box 9 Klawock, AK 99925 Phone(907)755-2220 Fax (907)755-2913

Jim Holien – Superintendent

Michelle Beito - Principal

Posted: 1/6/25

Employment Notice

K-12 Principal

The Klawock City School District is looking to fill the position of K-12 Principal for the 2025-26 School Year. KCSD is a single site K-12 school district located on Prince of Wales Island in Southeast Alaska. School population is approximately 126 students.

This position will provide leadership, management, and supervision for a high quality-learning environment, consistent with the law, board policies, administrative regulations, and instructions from the superintendent.

S/he is responsible for continuous study, evaluation, and improvement of the school, its program and staff. The Principal will carry out public information activities to provide a continuous and appropriate interpretation of the school program to the general public.

REPORTS TO: Superintendent

Application Period: Applications due Feb 9th by 3 PM

Start Date: On or about Aug 7th, 2025

Compensation: TBD

QUALIFICATIONS:

1. A current Alaska Type A Teaching Certificate and a Type B Administrative Certificate
2. Minimum of three years experience as a school administrator
3. A Masters Degree in Educational Administration

Applications can be submitted on-line via Alaska Teacher Placement, by e-mail to Superintendent Jim Holien at jim.holien@klawockschool.com, or by mail to KCSD Attn. Jim Holien,
P.O. Box 9, Klawock, AK 99925.

Nature and Scope:

- Demonstrate effectiveness in instructional leadership.
- Knowledge and use of a wide range of technology tools and applications.
- Assist instructional staff with the implementation of research-based instructional strategies.
- Embrace working with diverse cultures.
- Work collaboratively to direct and nurture all members of the school staff hired by the School Board and to communicate effectively with parents.



Klawock City School District

P.O. Box 9 Klawock, AK 99925 Phone(907)755-2220 Fax (907)755-2913

Jim Holien – Superintendent

Michelle Beito - Principal

- Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.
- Promote and maintain a productive and positive learning environment with emphasis for compliance to the School Handbook.

Functions and Responsibilities:

- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission statement.
- Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students
- Supervise and provide leadership in the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials
- Provide fair, consistent and effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school.
- Ensure a safe, orderly environment that encourages students to take responsibility for their behavior.
- Display the highest ethical and professional behavior and standards.
- Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings, as necessary, for the proper functioning of the school.
- Communicate regularly with parents, seeking their support, so as to create a cooperative relationship.
- Communicate with the School Board regularly about the needs, successes and general operation of the school.
- Maintain positive, cooperative and mutually supportive relationships with staff, and parents.

Perform any duties that are within the scope of employment and certifications, as assigned by the superintendent and not otherwise prohibited by law or in conflict with contract