

KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Soldotna, Alaska

NOTICE OF VACANCY  
April 15, 2025

2025-26

Position: Director of Elementary Education and K-12 Schools  
Reports To: Assistant Superintendent  
Location: District Office  
Soldotna, Alaska

Salary: DOE  
# of Days: 259

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**JOB QUALIFICATIONS:** To apply a candidate must have or be eligible to obtain a current Alaska Type B Administrative Certificate and a current Alaska Teacher Certificate issued by the Alaska Department of Education with an endorsement in an elementary content area. Three or more years' experience as a building administrator and/or district office administration preferred.

**JOB DESCRIPTION:** The Director of Elementary Education and K-12 School is directly responsible to the Assistant Superintendent. The Director of Elementary Education and K-12 Schools shall have full responsibility for the Elementary programs and K-12 programs carried on throughout the District and shall execute those programs under the general direction of the Superintendent; shall have line authority over all personnel in his/her department; expected to furnish leadership for those personnel assigned to the program (this implies keeping abreast of developments in the field of public education in general and in the fields of administration and supervision, in particular). The Director of Elementary Education and K-12 Schools is responsible for continuous study, evaluation, and improvement of Elementary and K-12 education, their programs, and staff. The Director of Elementary Education and K-12 Schools shall carry on public information activities to provide a continuous and appropriate interpretation of the Elementary and K-12 School education to the general public.

**ESSENTIAL DUTIES:**

- Provide leadership and direction to building administrators and staff that is based on research and best practices to ensure that instruction and assessment is student centered and focused on the District's mission.
- Support buildings across the District in the development and maintenance of quality instructional programs that meet the District's strategic plan, mission statement and goals of the school board.
- Share responsibilities for aligning District curriculum with specific assessment data.
- Provide leadership, direction and support to District elementary and K-12 schools in staff development, curriculum and other areas as requested.
- Serve on and provide leadership on the District Instructional Team and the District Leadership Team to help provide direction to meeting the District's mission.
- Report regularly to the Assistant Superintendent concerning major developments in the areas of instruction, curriculum and assessment.
- Serve as an evaluator of administrators, district level employees, instructional coaches and teachers as requested.
- Provide supervision and support for building assessment, curriculum, and remediation programs.
- Provide oversight and leadership of the Instructional Coaches.
- Carry out supervisory responsibilities in accordance with the District's policies and applicable laws.
- Serve on District committees as requested.
- Oversee and support the District's Title Pre-Kindergarten program.
- Oversee and support the District's standards referenced reporting system.
- Oversee and support Federal Programs.
- Oversee and support Professional Development.
- Complete other duties as assigned.

**Certification Requirements:** Must have a current Alaska Type B Administrative Certificate and a current Alaska Teacher Certificate issued by the Alaska Department of Education with an endorsement in an elementary content area on/or before the first contract day. AK Reads Act endorsement preferred.

**Language Skills:** Ability to read and analyze, and interpret general periodicals, professional journals, technical information, budgets, regulations, and DOE directives. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

**Mathematical and Technical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to manipulate word processing, spreadsheet and data-base programs. Capable of conducting research via Internet.

**Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw conclusions. Ability to interpret an extensive variety of information and to deal with abstract and concrete variables.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with teachers, building administrators, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 pounds such as boxes of books. A reliable vehicle and current Driver's License are required. The employee is frequently required to drive long distances to visit school sites and is frequently required to fly in small planes or travel by boat to visit remote school sites. Visits to various work sites requires independent navigation of uneven ground surfaces in inclement weather. Availability during irregular hours is a regular expectation of the employee for the purpose of participating in Board of Education meetings and responding to district emergencies. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

**TO APPLY:** Must have a complete application on file.

**PLEASE CONTACT:** Kenai Peninsula Borough School District  
Human Resources  
148 North Binkley  
Soldotna, AK 99669

**LAST DAY TO APPLY:** Until Filled

**\*WE ARE AN EQUAL OPPORTUNITY EMPLOYER\***