



HIGH SCHOOL ASSOCIATE PRINCIPAL **Lake Washington School District**

SUMMARY

Supports the Principal in establishing a widely shared vision/mission for learning at the secondary level that aligns with the Lake Washington School District's vision/mission. Aides in the development of a school culture and instructional program that supports both student learning and staff professional growth. Effectively carries out assigned tasks associated with school organization, operation, and resources for a safe, efficient, and effective learning environment. Collaborates with faculty and community members, responding to diverse community and student interests and needs. Understands, responds to, and influences political, social, legal, and cultural contexts.

ESSENTIAL JOB FUNCTIONS:

- Collaboratively develops and implements a shared vision and mission.
- Aides in providing instructional leadership; works to improve student learning for a wide range of students.
- Effectively monitors, supervises, evaluates and improves assigned areas of the building instructional program and assigned staff.
- Aides in effectively leading continuous improvement processes; helps determine specific courses of action that result in school wide improved student learning.
- Maintains and communicates high standards of performance throughout the school community.
- Helps to establish norms of acceptable behavior for staff and students.
- Motivates and guides people to accomplish a task or a goal.
- Identifies the important elements of a problem situation and seeks relevant information, evidence, and data to determine possible causes and solutions.
- Reaches logical conclusions and makes high quality decisions based on available information, evidence, and data.
- Perceives the needs and concerns of others; resolves and diverts conflicts; interacts appropriately with individuals from diverse backgrounds, cultures, and experiences.
- Uses time and resources effectively to accomplish short and long-term goals.
- Effectively assigns projects and tasks to the appropriate people giving them clear authority to accomplish them and responsibility for their timely and acceptable completion.
- Clarifies goals and objectives and develops strategies for accomplishing desired results.
- Develops partnerships and resources within and outside of the school that supports the school and district's vision and mission.
- Plans and implements assigned programs and policies effectively; assesses and evaluates programs and policies' effectiveness based on information, evidence, and data.
- Models principles of self-awareness, reflective practice, transparency, and ethical behavior.
- Expresses ideas clearly both verbally and in writing.
- Demonstrates the ability to bring about change in a school through anticipating problems, meeting needs, and sharing decision making.
- Effectively manages and facilitates diverse groups.
- Effectively communicate as a public speaker.
- Aides in effectively managing the building/ASB budget
- Effectively manage and supervise classified personnel.
- Helps in creating and maintaining high performing teams.
- Collaborates effectively with central office personnel and with peers; provides district leadership with valuable ideas and work contributions.
- Carries out federal, state, and District regulations, policies, and practices.
- Acts ethically with integrity and fairness.
- Effectively resolves conflicts, interpersonal matters, and difficult individuals such as parents and staff.
- Effectively supervises athletic events, school activities, music performances and other school related events.

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to give clear, accurate, specific feedback.
- Ability to communicate effectively in large group, small group, and one-on-one encounters.
- Exemplary oral and written skills and presentation.
- Celebrates achievement of others.
- Ability to multi-task and manage time effectively.
- Ability to self-reflect for continuous improvement.
- Ability to work independently and collaboratively.
- Ability to take and give direction.
- Ability to remain calm, flexible, and work effectively under pressure.
- Maintains confidentiality.
- Ability to use technology effectively.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Current Washington State P-12 Principal endorsement.

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, reaching, carrying, pushing and/or pulling; some walking; frequent bending and keyboarding. Generally, the job requires 40% sitting, 30% walking and 30% standing. The job is performed with the majority of time spent indoors and under minimal temperature variations; a portion of the day will be time spent outdoors and is subject to a variety of changing weather conditions and potentially uneven/slippery surfaces.

FINALISTS WILL BE CONTACTED FOR AN INTERVIEW.

Applicant disclosure statement: All applicants must complete the disclosure and release provided by Human Resources in accordance with RCW 28A.400.301.

Background check on recommended candidate: Pursuant to RCW 28A.400.303, all new employees and contractors of a school district who have regularly unsupervised access to children must be fingerprinted for a background record check. Accordingly, all recommended candidates will be asked to submit all necessary materials and authorizations to District Human Resources upon request.

Equal opportunity: The Lake Washington School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

If you need assistance and/or a reasonable accommodation due to a disability during the application process, reach out to your Talent Acquisition contact, or recruiting@lwsd.org.

Immigration & Nationality Act: In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Drug & tobacco free workplace: Pursuant to RCW 28A.210.310 and WAC 148-140-080, District facilities are smoke-free and drug-free environments.

The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator, Director of Human Resources, 425-936-1333, civilrights@lwsd.org;

Title IX Coordinator, Director of Athletics and Activities, 425-936-1289, titleix@lwsd.org; and

504 Coordinator, Director of Special Services, 425-936-1407, section504@lwsd.org.