



## **ASSOCIATE PRINCIPAL - ELEMENTARY** **Lake Washington School District**

### **SUMMARY:**

Supports the principal in establishing a widely shared vision/mission for learning at the elementary 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:**

- Collaborates with building principal in development and implementation of 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.
- Models principles of self-awareness, reflective practice, transparency, and ethical behavior.
- Plans and implements assigned programs and policies effectively; assesses and evaluates programs and policies effectiveness based on information, evidence, and data.
- 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.
- Helps in creating and maintaining high performing teams.
- Collaborates effectively with building principal, 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 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

Please review LWSD Human Resources Employment Policies: <https://www.lwsd.org/employment/hr-employment-policies>, which includes our non-discrimination policy. We are not able to sponsor employment at this time.

LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE