

Medical Lake School District #326  
Medical Lake, Washington

**CERTIFICATED POSITION ANNOUNCEMENT**

**Elementary Principal  
Hallett Elementary**

Posting Date: June 5, 2019  
Closing Date: June 14, 2019  
Interview Date: June 19, 2019

Posting # 1920.26

Superintendent:

\_\_\_\_\_ Date \_\_\_\_\_

Personnel:

\_\_\_\_\_ Date \_\_\_\_\_

New Employee:

Start Date:

Replacing:

**SUMMARY OF ASSIGNMENT:**

The district is seeking a dynamic, outstanding leader who is committed to making a difference in the lives of students.

**MINIMUM QUALIFICATIONS:**

Washington State Elementary or K-12 Principal's Credential.  
Master's Degree: Educational Administration or related field.

**PERFORMANCE RESPONSIBILITIES:**

The Elementary Principal is responsible for and has demonstrated skill in:

- Promoting high expectations, performance and achievement from students and staff
- Supporting and assessing a learning program to continuously improve student performance using data
- Listening, planning, problem solving and delegating through effective communications
- Modeling integrity, ethical behavior, self-confidence, courage and a sense of humor
- Creating unity and respect in all relationships
- The ability to reach logical conclusions, make high quality decisions, and set priorities
- Support Professional Learning Communities
- Promoting a positive school climate where diversity is respected
- Leading and implementing programs such as Positive Behavioral Interventions and Supports
- Establishing effective relationships with students, staff, and community connections
- Operating in an effective, flexible, and responsive manner to accommodate a variety of needs
- Effectively communicating with parents and students
- Supervision, including the ability to evaluate classroom instruction and to work effectively with teachers to improve instruction

- Using computer technologies to enhance instruction/classroom management
- Knowledge of current laws governing special education and 504 students
- Facilitating the development and implementation of specific student plans including section 504, behavior/intervention plans or student learning plans
- Providing support for the students through class meetings, support groups etc.
- Coordinating various student recognition programs and other community events
- Lead the buildings leadership team and student intervention team
- Assist in the reporting and monitoring of student attendance
- Proposing schedules of classes and extracurricular activities; help schedule courses, students and teachers
- Carrying out the disciplinary policies of the school and district

**IMMEDIATE SUPERVISOR(S):**

Superintendent/Assistant Superintendent

**TERMS OF EMPLOYMENT:**

- Continuing contract
- Salary as per the Medical Lake Administrators Salary Schedule
- 208 days of service, July 1 to June 30
- 116 hours of administrator per diem

**APPLICATION PROCEDURE:**

**Current Employees:**

Please submit a letter of interest

**Other Applicants:**

Please apply online through FastTrack at [www.mlisd.org](http://www.mlisd.org) , navigate to the Employment page.

**Questions regarding applications can be directed to:**

Debra DuPey, Human Resources Specialist

[ddupey@mlsd.org](mailto:ddupey@mlsd.org) or 509-565-3120