

Medical Lake School District #326
Medical Lake, Washington

CERTIFICATED POSITION ANNOUNCEMENT

**.5 Assistant Principal, .5 Learning Specialist
Michael Anderson Elementary**

Posting Date: June 7, 2018
Closing Date: Open until filled

Posting # 1819.26
Superintendent:
_____ Date _____
Personnel:
_____ Date _____
New Employee:

Start Date:

Replacing:
Melanie Kilgore

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 Assistant Principal/Learning Specialist is responsible for and has demonstrated skill in:

- 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.
- Supporting and assessing a learning program to continuously improve student performance using data.
- Promoting high expectations, performance and achievement from students and staff.
- Listening, planning, problem solving and delegating through effective communications.
- Creating unity and respect in all relationships.
- The ability to reach logical conclusions, make high quality decisions, and set priorities.

- Providing support for students through class meetings, support groups etc.
- Coordinating various student recognition programs and other community events.
- Active member of 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):

Building Principal

TERMS OF EMPLOYMENT:

- Continuing contract
- Salary as per the Medical Lake Administrators Salary Schedule for .5 and MLEA Certificated Salary Schedule for .5
- 208 days of service, July 1 to June 30.
- 58 hours of administrator per diem and 50 hours of certificated per diem
- \$820.00 per month as District's contribution toward health, dental, and/or other District-approved insurance coverage.

APPLICATION PROCEDURE:

Current Employees:

Please submit a letter of interest

Other Applicants:

Please apply online through FastTrack at www.mlisd.org , navigate to the Employment page.

Questions regarding applications can be directed to:

Debra DuPey, Human Resources Specialist

ddupey@mlsd.org or 509-565-3120