

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
December 19, 2014

2015-16

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| Job Title: | Principal/Teacher | Salary: | DOE (negotiations in progress) |
| Location: | Homer Flex School Homer, Alaska | # of Days: | 204 |

SUMMARY: The Homer Flex School principal/teacher is expected to be innovative and on the cutting edge of educational practices. A Kenai Peninsula Borough School District principal/teacher is responsible for the collective success of their school, including the learning, growth and achievement of both students and staff. As the school's primary instructional leader, the principal/teacher enables critical conversations and data-driven reflection about curriculum, assessment, instruction, and student progress, and creates structures to facilitate improvement. A principal/teacher should be skilled at maximizing the utilization of resources and human capital, fostering collaboration and facilitating constructive change. By creating a common vision and articulating shared values, a principal/teacher leads and manages their school in a manner that supports their school's ability to promote equity and to continually improve positive student achievement.

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 a secondary core content area (Language Arts/English, Math, Social Studies, or Science) and must be able to document highly qualified status in accordance with Alaska Administrative Code 4 ACC 04.210. Significant experience in working with at-risk youth preferred.

JOB DESCRIPTION: The principal/teacher is directly responsible to the Superintendent. The principal/teacher shall have full responsibility for the total school program carried on in his/her building and shall execute that program under the general direction of the Superintendent; shall have line authority over all personnel in his/her building or program; is expected to furnish leadership for those personnel assigned to the building or program (this implies keeping abreast of developments in the field of public education in general and in the fields of administration, supervision, and curriculum, in particular). The principal/teacher is responsible for continuous study, evaluation and improvement of the school, its program and staff. The principal/teacher shall carry on public information activities to provide a continuous and appropriate interpretation of the school program to the general public. The principal must be able and willing to lead the school in a site-based management format in keeping with the district's strategic plan.

PERFORMANCE RESPONSIBILITIES:

- Consult with and advise other teachers in all matters concerning the organization of the school programs and the functions of these in the operation of the school.
- Ability to organize, plan and supervise other staff members. Provide instructional leadership to staff members and maintain an in-service growth program adequate to meet building needs.
- Promote and develop a long-range plan for Homer Flex that will meet the needs of the at-risk population, whom it is intended to serve, in order to successfully prepare them for transition into productive adult citizenry.
- Evaluate the performance of staff personnel using the adopted evaluative process and other reasonable criteria necessary to adequately appraise the work of staff members. Shall present a written report to the superintendent on the performance of each teacher with a recommendation to retain or dismiss.
- Assume responsibility for assembling, modifying and recommending budgetary requisitions for his/her building.
- Facilitate the Homer Flex School Site Council.
- Facilitate school-based grant programs and seek additional funding sources for the alternative program.
- Provide in-service and training to staff in relationship to the school's long-range plan.
- Work collaboratively with the District's high school administrators and community agencies to accommodate the needs of the Southern Peninsula's at-risk student population

- Performs other duties and responsibilities as assigned.

CERTIFICATION & HIGHLY QUALIFIED 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 a secondary core content area (Language Arts/English, Math, Social Studies, or Science) on/or before the first contract day. Highly qualified content area must be in a secondary core content area (Language Arts/English, Math, Social Studies, or Science).

SUPERVISORY RESPONSIBILITIES: Manages school employees. Is responsible for the overall direction, coordination and evaluation of this unit. Carries out supervisory responsibilities in accordance with the district policies and applicable laws. Responsibilities include, but are not limited to; interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general periodicals, professional journals, governmental regulations, Board policy, DOE directives and State law. Ability to respond to common inquiries or complaints from public. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to supervisors, public groups, and the School Board.

MATHEMATICAL SKILLS: Ability to work with and apply mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: 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 lbs. such as boxes of books and AV/VCR carts. 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.

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