

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
July 1, 2026

2026-27

Job Title: Assistant Principal/Behavioral Interventionist Teacher
Location: Skyview Middle School
Soldotna, Alaska

Salary: DOE
of Days: 206

SUMMARY: The successful candidate is responsible for assisting the school principal in the administration of the total school program. The successful candidate should have an innovative, coachable, and growth mindset that fosters a climate of high expectations and achievement. Will develop and assist in leading and coaching a high performing academic environment that meets the needs of students in accordance with the district's mission and goals through learning strategies, differentiated learning environments, instructional technology, clear and effective communication, and other tools and resources. Instructional leadership skills should create a culture of risk, innovation, and critical and creative thinking. The assistant principal is responsible for supporting the school's collective success, including the learning, growth, and achievement of both students and staff. As an instructional leader, the assistant principal enables critical conversations and data-driven reflection about curriculum, assessment, instruction, and student progress and creates structures to facilitate improvement. An assistant principal should be skilled at maximizing the utilization of resources and human capital, fostering collaboration, and facilitating constructive change. By assisting in creating a common vision and articulating shared values, an assistant principal supports leading and managing their school in a manner that supports their school's ability to promote equity and to continually improve positive student achievement while also fulfilling teaching responsibilities that maximize the opportunities and supports for all students. The assistant principal must be able and willing to work collaboratively with families, communities, and district personnel to maintain successful and supportive relationships for the benefit of the students.

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 with an endorsement in a secondary content area issued by the Alaska Department of Education.

JOB DESCRIPTION: The assistant principal is directly responsible to the school principal and shall consult with them on matters of policy relating to the operation of the total school program. Supervises employees in the school when the principal is absent from the building. Carries out supervisory responsibilities in accordance with school board policies and applicable laws.

PERFORMANCE RESPONSIBILITIES:

- Serves as the administrative head of the school in the absence of the principal.
- Administers a student discipline program and interacts with students to encourage positive performance.
- Assists with staff evaluation, supervision, and hires.
- Plans, builds, and implements schedules for all activities and coordinate them with academics.
- Schedules building usage and maintains the school's calendar.
- Assists with the development of the master teaching schedule.
- Provides general supervision to students. Supervises co-curricular activities.
- Represents the school as required by the principal to attend community functions in lieu of the principal.
- Prepares administrative bulletins, staff, student, and patron newsletters and announcements and works in the area of school communications and publications, including the student handbook, critical incident plan, and duty schedules.
- Assists in preparing school reports and reports required by the superintendent's office.
- Inspects the building and grounds and has general supervision of custodial staff.
- Processes requisitions for supplies, repairs, and equipment. Maintains necessary accounting and inventory records.
- Directs, manages, and hires support staff and co-curricular staff.

- Assists in establishing routines and schedules for locking and unlocking the school facilities for rentals, community, or school activities, including parking lot staffing and utilization.
- Coordinates the Intervention Team process.
- Coordinates and oversees building 504 compliance.
- Knowledge of Career Technology preferred. Knowledge and experience with Special Education preferred.
- Performs other such duties as may be assigned by the principal.

Certification Requirements: Must have a current Alaska Type B Administrative Certificate and a current Alaska Teacher Certificate with an endorsement in a secondary content area issued by the Alaska Department of Education on/or before the first contract day.

SUPERVISORY RESPONSIBILITIES: Manages school employees and is responsible for this site's overall direction, coordination, and evaluation. Carries out supervisory responsibilities in accordance with district policies and applicable laws. Responsibilities include 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 business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to utilize the district's Learning Management System, Canvas. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

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