

KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Soldotna, Alaska

NOTICE OF VACANCY  
May 3, 2021

2021-22

Job Title:	Principal	Salary:	DOE (Negotiations in Progress)
Location:	Seward High School Seward, Alaska	# of Days:	209 Days

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**SUMMARY:** The successful candidate should have an innovative, coachable, and growth mindset who fosters a climate of high expectations and achievement. Will develop, lead and coach a high performing Personalized Learning environment that meets the needs of students in accordance with the district's mission and goals through blended 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 both critical and creative thinking. The principal 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 enables critical conversations and data-driven reflection about curriculum, assessment, instruction, and student progress, and creates structures to facilitate improvement. A principal 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 leads and manages 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 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 issued by the Alaska Department of Education with an endorsement in a secondary content area.

**JOB DESCRIPTION:** The principal is directly responsible to the Superintendent. The principal 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; is expected to furnish leadership for personnel assigned to the building or program and continually keeping abreast of developments in the field of public education in general and in the fields of administration and supervision. The principal is responsible for continuous study, evaluation, and improvement of the school, its program and staff. The principal 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 develop and facilitate extracurricular opportunities and collaborative relationships with parents, the community and tribal affiliations.

**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.
- 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.
- Evaluate the performance of staff personnel using the adopted evaluation process and other reasonable criteria necessary to adequately appraise the work of staff members, and 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.
- Responsible for the regular official reports and as many special reports as may be necessary to keep the Superintendent, the board, and other school personnel fully informed on programs being planned or implemented in each building.
- Communicate regularly with parents and community for the continuous evaluation and improvement of the school.
- Fulfill regularly scheduled teaching duties, based on the needs of the school and students.

- Deliver instruction to students in a personalized and blended format, appropriate to the content, needs, and interests of students.
- Performs other duties and responsibilities as needed or assigned.

**CERTIFICATION REQUIREMENTS:** Must have a current Alaska Type B Administrative Certificate and a current Alaska Teacher Certificate issued by the Alaska Department of Education on/or before the first contract day.

**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 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:** The employee must have a current driver's license and insurance, and be able to operate the district's vehicles at the Head of the Bay, with adherence to all applicable laws and safety procedures. 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 design and implement personalized and/or blended learning strategies in the school. 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 are representative of 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/or 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 are representative of 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 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.

**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\***