

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
February 22, 2023

2023-24

Job Title: Principal/Teacher
Location: Susan B. English School
Seldovia, Alaska

Salary: DOE
of Days: 206 Days

SUMMARY: The successful candidate should have an innovative, coachable, and growth mindset that fosters a climate of high expectations and achievement. Develop, lead, and coach a high-performing, engaging environment that meets the needs of students per the district's mission and goals through various learning strategies, differentiated learning environments, instructional technology, clear and effective communication, and other tools and tools resources. Instructional leadership skills should create a culture of innovative, critical, and creative thinking. The 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. The Principal/Teacher is responsible for creating a shared vision and articulating shared values. In addition, the Principal/Teacher leads and manages their school to support their school's ability to promote equity and improve positive student achievement continually while also fulfilling teaching responsibilities that maximize the opportunities and support for all students. The Principal/Teacher 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.

JOB DESCRIPTION: The Principal/Teacher is directly responsible to the Superintendent. The Principal/Teacher will have complete responsibility for the total school program in their building and will execute that program under the general direction of the Superintendent. The Principal/Teacher will have line authority over all personnel in their building and is expected to furnish leadership for personnel assigned to the building or program and continually keep abreast of developments in public education in general and the areas of administration and supervision. The Principal/Teacher is responsible for the continuous study, evaluation, and improvement of the school, programs, and staff. The Principal/Teacher will facilitate public information activities to provide stakeholders with a consistent and appropriate interpretation of the school program. The Principal/Teacher 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 school program organization and operational functions.
- 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 staff members' work and present a written report to the Superintendent on each teacher's performance with a recommendation to retain or dismiss.
- Assume responsibility for assembling, modifying, and recommending budgetary requisitions for their building.
- Responsible for the regular official reports and special reports as appropriate 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 the community for the continuous evaluation and improvement of the school.
- Fulfill regularly scheduled teaching duties based on the school and students' needs.
- 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 and is responsible for the school's overall direction, coordination, and evaluation. Will carry 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. The ability to interpret technical instructions in mathematical or diagram form that deal with abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Ability to apply current research and theoretical knowledge 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 a variety of learning strategies in the school. Ability to utilize Canvas, the District's Learning Management System. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here represent those an employee must meet to successfully perform this job's essential functions. 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, talk, and hear. The employee must occasionally reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 50 pounds. This job's specific vision abilities include close vision, distance vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here represent those 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 a 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, equalize peak work periods, or otherwise balance the workload.

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