

**EXECUTIVE DIRECTOR OF ELEMENTARY EDUCATION**  
**LAKE WASHINGTON SCHOOL DISTRICT**

**SUMMARY:**

Lake Washington School District is seeking an experienced administrator to serve as Executive Director of Elementary Education with a middle school emphasis within the Learning and Leadership Division. This position provides executive-level leadership through the direct supervision of middle school principals and oversight of middle school programs to ensure coherent instructional systems, inclusive practices, tightly aligned MTSS structures, and strong student outcomes across assigned schools.

The Executive Director is responsible for developing leadership and instructional capacity through the coaching and performance evaluation of elementary school principals; ensuring effective implementation of district instructional priorities, including curriculum and MTSS initiatives; and driving the coherent execution of school improvement efforts aligned to the District Strategic Framework. This role ensures that inclusive school systems are designed and implemented to improve the learning experiences and the academic, behavioral, and social-emotional outcomes for all students, centering on our students with disabilities and historically marginalized student groups, and to reduce opportunity and achievement gaps across middle schools.

The Executive Director serves as a district-level leader, balancing school level leadership support with systemwide priorities, disciplined resource stewardship, and consistent performance expectations across all assigned schools. This administrator serves as a member of the Central Leadership Team and contributes to district strategy, cross-department alignment, and resource allocation to ensure equity, instructional excellence, and operational effectiveness across middle schools.

**SALARY:** Executive Director Salary Level 14 - Step 1 \$205,163 - Step 2 \$209,350 per year (based on 2025-2026 salary schedule) per year, 261 days. This is an exempt position. Full benefit package available.

**ESSENTIAL JOB FUNCTIONS:**

- Ensure effective implementation and measurable impact of District curriculum, instructional initiatives, assessment systems, technology, and professional development activities in assigned schools, including aligned MTSS structures and equitable access to rigorous core instruction, in partnership with principals and central office teams to build shared ownership for results.
- Develop, coach, and evaluate the performance of principals to strengthen instructional leadership, sound decision-making, and the implementation of inclusive school systems, fostering deep collaboration among school and district leaders to improve academic, behavioral, and social-emotional outcomes for all students, particularly students with disabilities and historically marginalized student groups.
- Mentor principals using performance data to identify areas for growth, address underperformance, reduce opportunity and achievement gaps, and drive continuous improvement across assigned schools to build sustainable school capacity for school improvement.
- Provide district-level leadership in resolving complex school issues and conflicts that extend beyond the principal's authority, ensuring alignment with district policy, legal requirements, and strategic priorities.
- Collaborate deeply with division team and across district departments to develop and implement systemic action aligned with the Strategic Framework to increase efficacy for all leaders and schools.
- Serve as a partner and resource to central office leaders to ensure coherence, alignment, and impact of initiatives.
- Design and facilitate professional learning and principal communities of practice focused on instructional leadership, continuous improvement, evaluation systems, and district strategic initiatives as an individual leader and as collaborative team member.
- Supervise and evaluate the performance of principals and other assigned staff, holding leaders accountable for student outcomes, instructional quality, equitable practices, and effective systems execution.
- Ensure principals effectively recruit, develop, evaluate, and retain high-quality staff aligned to school improvement goals and district expectations.
- Demonstrate district-level leadership in addressing concerns raised by parents and community members, ensuring consistent communication aligned with district policy and district priorities.
- Evaluate school-level resource allocation and operational needs within the broader district context, ensuring effective use of existing staffing and resources, prioritizing systemwide equity and impact, and making disciplined recommendations aligned to district priorities and fiscal stewardship.
- Support principals in the design and implementation of effective schoolwide behavior systems, including equitable discipline practices, restraint and isolation compliance, attendance interventions, and safe, inclusive school climates aligned with district policy and state requirements.
- Ensure schools operate in compliance with state and federal statutes and District policies, providing clear guidance and decision-making support to principals.

- Work in defined partnership with the Director(s) of Special Services to build leadership and staff capacity for inclusive systems, holding joint responsibility for effective implementation and improved outcomes for students with disabilities, and integrating inclusion-related leadership indicators into principal performance evaluation.

### **KNOWLEDGE SKILLS AND ABILITIES:**

- Demonstrated commitment to identifying systemic inequities in school experiences and leading organizational change to develop safe, inclusive, and high-performing schools for all students.
- Strong academic preparation in instructional leadership, school administration, and systems-level leadership.
- Demonstrated knowledge and application of research related to school transformation, change theory, inclusive instructional practices, MTSS frameworks, and assessment systems.
- Demonstrated ability to develop and grow school leaders and teachers, strengthening instructional capacity and sustainable school improvement.
- Demonstrated knowledge and skill in managing positive labor relations across multiple bargaining units while maintaining consistent district expectations.
- Demonstrated ability to use structured problem-solving and conflict resolution methods to navigate complex stakeholder issues.
- Demonstrated ability to make sound, defensible, and timely decisions in complex and high-impact situations.
- Demonstrated capacity to think systemically, balancing school-level leadership support with districtwide priorities and responsible resource stewardship.
- High tolerance for ambiguity and change, with the ability to lead others effectively through uncertainty.

### **MINIMUM QUALIFICATIONS:**

- Valid Washington State Administrator Certificate with Principal endorsement.
- Minimum of five years of successful experience as a building-level administrator, including demonstrated responsibility for instructional leadership, staff supervision, and school improvement.
- Demonstrated experience supervising, coaching, or developing school leaders or administrative staff.
- Demonstrated experience leading school-based implementation of district initiatives, including instructional resources and strategies, MTSS, and inclusive practices.
- Demonstrated ability to analyze performance data and lead improvement efforts that result in measurable gains in student outcomes.
- Demonstrated understanding of resource allocation, staffing, and operational decision-making within a comprehensive school environment and broader district context.
- Demonstrated effectiveness in public relations and communication with diverse stakeholders.
- Demonstrated ability to make sound, defensible decisions and effectively navigate complex or high-conflict situations.
- Commitment to Lake Washington School District core values, including academic success for all students.

### **EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Master's degree required in Educational Leadership or other relevant field.
- 5+ years' experience working as an Elementary Administrator.
- Requires use of a personal vehicle.
- Experience or demonstrated knowledge of special education systems and Multi-Tiered Systems of Support (MTSS) preferred.

### **WORKING ENVIRONMENT:**

Generally, the job requires 40% sitting, 30% walking, and 30% standing. The job is performed indoors under minimal temperature changes and a generally hazard free environment. The usual and customary methods of performing the functions of this job require the following physical demands, including frequent bending and keyboarding and occasional lifting, reaching, carrying, walking, pushing and/or pulling.

Please review [LWSD Human Resources Employment Policies](#), which includes our non-discrimination policy. We are not able to sponsor employment at this time.

**LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE.**