

# **SNOQUALMIE VALLEY SCHOOL DISTRICT**

## **JOB DESCRIPTION**

Job Title: **Principal Two Rivers HS, Meadowbrook School**

FLSA Status: **Exempt**

Reports to: **Executive Director of Secondary Schools**

Classification: **NA**

Directed by: **Superintendent or Designee**

Supervises: **Certificated, Classified & Admin Staff**

Work Year: **218 Day Calendar**

Salary: **As Stated in Schedule**

### **Position Summary:**

This position serves as the leader of teaching, learning, community relations and management of school operations. One of the most important expectations for this role is the development, support and evaluation of the instructional program. Responsibilities include providing leadership aligned to the district strategic plan and initiatives for the continual improvement of educational programs for all students; ensuring the delivery of an equitable education program, evaluating and supporting the professional growth of all staff; delivering professional development that leads to school improvement; providing a safe school environment for staff and students; planning and scheduling staff assignments; evaluating and directing student activities programs; communicating effectively with all stakeholders; and other duties as directed. Additionally, supporting continued enrollment growth in the K-12 Parent Partnership Program and Two Rivers High School Big Picture Program are important functions of this position.

### **Qualifications Required:**

- Master's degree in Educational Administration or related field.
- Valid Washington State principal and teacher certificate.
- Minimum of three years of transferable experience as a successful classroom teacher.
- Experience communicating information and directing presentations to various audiences and in various platforms.
- Experience developing positive and favorable relationships with students, staff, parents and community members.
- Proficient in Microsoft Office Suite and/or Google Suite and technology related to the position.
- Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
- Legally eligible to work for any employer in the United States of America as verified by Form I-9.
- Successful Washington State Patrol and Federal Bureau of Investigation fingerprint clearance.

### **Essential Functions and Responsibilities:**

- Nurtures a positive school environment that celebrates, respects, and values diversity, where teaching and learning are relevant and meaningful to students from various cultural backgrounds.
- Demonstrates leadership skills in collaborative organizational planning and development,

including goal setting, problem solving, action planning, and decision making.

- Works collaboratively with all school staff to implement School Improvement Plan goals.
- Functions as a positive team member and communicator in proactive and constructive ways to manage changing requirements and multiple demands.
- Works collaboratively with administrative colleagues and district staff to achieve system goals.
- Leads and implements a Multi-Tiered System of Supports (MTSS), developing and overseeing a comprehensive framework that integrates academic, behavioral, and social-emotional supports for all students through ongoing monitoring, evaluation, and adaptation.
- Provides oversight for a variety of assessments and leads staff in strategically responding to assessment data.
- Assists in the analysis of research and assessment data and the application of state standards to improve student achievement.
- Collaborates with staff to ensure alignment of programs and services that support student success.
- Leads staff members in the implementation of curriculum and effective instructional practices across traditional, project-based, online, alternative learning, and competency-based educational environments.
- Supports the use of research-based instructional strategies and continuous improvement practices to enhance student learning outcomes.
- Promotes instructional systems that ensure equitable access, engagement, and success for all students across multiple learning modalities.
- Leads staff selection, including recruitment, selection, placement, onboarding, and training.
- Supervises and evaluates assigned personnel and facilitates the professional growth of all staff members.
- Promotes a culture of continuous learning and professional excellence among staff.
- Designs and implements structures for effective and efficient school operations, including school safety, classroom, online, and schoolwide behavior management systems that improve student learning opportunities.
- Supervises events and oversees student activities and athletic programs, as assigned.
- Ensures compliance with Alternative Learning Experience (ALE) requirements, competency-based crediting requirements, and all applicable state and federal regulations associated with Parent Partnership Programs, alternative learning settings, and secondary education programs.
- Develops and monitors systems to ensure accurate reporting, documentation, and accountability related to program compliance and student achievement.
- Attends meetings and serves as a facilitator, advisor, or representative, as assigned.
- Communicates effectively with parents, staff, and community members regarding school programs, policies, procedures, student management, and discipline in both in-person and online environments.
- Facilitates thoughtful problem solving when conflicts arise among students, parents, and school staff.

- Demonstrates effective leadership, communication, and facilitation skills in addressing concerns raised by administrators, teachers, parents, and community members.
- Works with district leadership, parents, and community stakeholders to establish trust and build relationships that lead to positive outcomes for students.
- Builds and sustains effective community partnerships that provide students with authentic learning opportunities, including internships, job shadows, service learning, career exploration, experiential learning, and other off-campus educational experiences.
- Collaborates with community organizations, business partners, and post-secondary institutions to expand opportunities that support student readiness for college, career, and life.

**Nonessential Skills and Experience:**

- Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**Success Factors/Job Competencies:**

- Demonstrated history of leadership supporting teachers to improve learning for all students through growth-focused evaluation, curriculum alignment, effective instructional strategies, and employing data-driven decisions from student assessments and other sources.
- Demonstrated knowledge of standards for satisfactory professional performance and development for certificated staff.
- Demonstrated skill in program development and evaluation, staff supervision and evaluation, fiscal management and staff development.
- Demonstrated skill in planning and organizing.
- Demonstrated ability to work collaboratively with staff and community in all aspects of school life.
- Demonstrated skill in human relations, problem solving, and building a positive culture.
- Demonstrated ability to effectively implement and sustain shared decision-making models.
- Demonstrated ability to effectively use technology and support staff use of technology.
- Demonstrated ability to apply innovative and responsible leadership skills in a secondary school environment.
- Demonstrated knowledge and experience in working with ASB, athletics and activities programs, including budgets.
- Demonstrated ability to assist in planning and implementing support for struggling learners.
- Demonstrated ability to model and lead staff in ensuring growth for every student through intentional efforts to eliminate outcome and opportunity gaps.
- Demonstrated ability to effectively organize, set priorities and coordinate multiple activities at once
- Demonstrated ability to function as a member of a management team
- Demonstrated ability to follow applicable policies, procedures and protocols

- Demonstrated ability to maintain a consistent presence at assigned work location and fulfill assigned hours

**Physical Demands and Work Environment:** The physical demands and work environment characteristics 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

- *Physical Demands-* Majority of the time spent either walking, standing or sitting in the office or around the building, working on the computer and/or on the phone; reach with hands or arms; balance; stoop/bend; talk and hear; may lift up to 40 lbs.
- *Work Environment-* Office is well lit, carpeted, with moderate noise level, but also accesses all other areas of district; travels to schools and other locations regularly.

**Performance Standards:** The person in this position will be evaluated annually in accordance with the provisions of the district policy on evaluation of classified employees

**Approval/Revision Date:** June 2026

**General Sign-off:** The employee is expected to adhere to all Snoqualmie Valley School District policies and procedures.