

Principal, Woodland High School

JobID: 1607

Position Type:

Administration/Principal



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Date Posted:

2/3/2020

Location:

Woodland High School

Date Available:

02/03/2020

Closing Date:

02/28/2020

Woodland Public Schools - Woodland High School Principal

Woodland Public Schools is seeking a principal who will lead and serve Woodland High School - a four-year comprehensive high school serving approximately 750 students and 60 faculty and staff.

Woodland High School will graduate its 112th senior class this spring. It has a long history and traditions that help make Woodland High School a special place. Woodland High School has a legacy of strong and stable leadership. The retiring principal has served in the role for 22 years. Woodland High School staff describes Woodland High School as a "family." Students are their central focus. The staff team cares deeply about students, families, and each other. The school is "forward-focused," holding a clear vision of developing students and ensuring they are prepared for their future— Life, Career, and College. Staff members are highly collegial, and value working effectively as a team, maintaining a growth-mindset, optimism for their future, and a "can-do" attitude. The "family atmosphere" permeates the school and is evident in the welcoming nature of students to the diversity within the school.

We appreciate your interest in employment with Woodland Public Schools (WPS). All applications are considered and reviewed. The most qualified and competitive applicant(s) that possess directly related experience and expertise, training, and education may be invited to participate in the interview/selection process. As part of the selection process, the District conducts confidential reference checks to include former and present employers and also requires a criminal background investigation. Unfortunately, due to the number of applications received, not all applicants will receive an interview.

Position: High School Principal

Posting #: 1607

Location: Woodland High School

Start Date: July 1, 2020

Benefits: Position is eligible for medical, dental, vision, LTD, Life Insurance and AD&D through the School Employee Benefits Board (SEBB), effective 8/1/20. Position is WA State Department of Retirement Systems eligible.

Qualifications:

- o Valid Washington Administrator Certificate
- o Master's degree from an accredited institution of higher learning
- o Teaching experience at the high school level preferred
- o Prior school administrative experience required, High School Principal experience preferred
- o Demonstrated ability to build and maintain a positive school culture
- o Demonstrated ability to build and lead an effective, high performing team
- o Demonstrated effective communication skills
- o Demonstrated strength in leadership
- o Successful track record as a problem solver

- o Strong working knowledge of effective instruction, school organization, Special Education, Assessment for Learning, Multi-tiered systems of support, Safe and Civil Schools, Charlotte Danielson frameworks for teacher evaluation and Common Core State Standards
- o Demonstrated skill working collaboratively and flexibly with others
- o Outstanding organizational skills
- o Demonstrated skill and commitment to promoting professional improvement through reflective practice
- o Advanced ability to use technology as effective communication, planning, and instructional tool
- o Advanced ability to promote the use of technology to enhance effective instruction
- o Ability to speak Spanish desirable, but not required

Demonstrate the following key traits:

- o Skillful leader
- o Trustworthy
- o Excellent communicator
- o Positive and kind
- o Holds a strong and clear vision
- o Excellent listening skill

Such alternatives to the above requirements and desirable qualifications may be made as the district finds appropriate

Essential Duties and Responsibilities:

- o Influence, establish and sustain a school culture conducive to continuous improvement for students and staff:
 - Emphasizes the unique worth and dignity of each individual and works for the maximum development of each person's potential
 - Maintains a school culture in which students, staff, and parents are treated with fairness and consideration
 - Cultivates a high level of professional trust with the entire learning community
 - Assesses with others the intellectual and emotional climate of the school on a regular basis
 - Develops and monitors with staff a consistent student management plan to encourage responsible behavior by students
- o Monitor, assist and evaluate staff implementation of the school improvement plan, effective instruction and assessment practices and demonstrate a commitment to closing the achievement gap:
 - Works with staff to achieve consistently high standards of performance in teaching and learning
 - Understands school and student performance data and works closely with staff to develop effective plans in response to data
 - Develops impactful professional learning communities among adults
 - Plans and prepares with staff an instructional program to achieve course goals and to meet pupils' and community needs
 - Encourages innovation and individualization of instruction to meet the various abilities, talents, needs, and interests of students
- o Effectively support staff performance:
 - Improves instruction through coaching and effective supervision
 - Evaluates the total instructional program regularly to improve the quality of education
 - Communicates (and implements) a plan to all staff members for observing, conferring, and maintaining written records
 - Submits written evaluations of staff according to the adopted plan
- o Work as a part of the district-wide team to achieve the District vision:
 - Seeks to understand, provide clear feedback and publicly support the direction of the district to build academic and behavioral growth of all students
 - Works with district-level administrators and support staff to ensure students and staff receive the supports necessary for all to be successful
 - Develop and implement action plans to increase student attainment of Career, Life, and College ready indicators for all students.
- o Provide for the effective management of the school, including human and fiscal resources to accomplish student achievement goals:

- Understands and clearly articulates district policies to students, staff, and community
- Keeps the community informed concerning the school's program, activities, needs, and opportunities
- Assists in district efforts to build a strong school/community public relations program, which stresses the home/school partnership and revitalizes public confidence in education
- Works with staff to develop and encourage broad student participation in total school programs including student government, art, music, and athletic activities
- Keeps students informed concerning the school's aims and objectives, policies and procedures, rules and regulations, events, and activities as are applicable to their maturity and understanding
- Prepares required records and reports accurately, completely and promptly
- Plans scheduling and programming procedures for the school year
- Supervises maintenance of accurate and well-organized student records
- Allocates responsibilities and duties equitably
- Keeps necessary financial records, following approved accounting procedures
- Encourages proper, adequate and wise use of all equipment and supplies
- Provides guidance and support for staff involved with student discipline problems
- Organizes and monitors staffing and other efforts of student referral
- Directs referrals to appropriate community social service agencies
- Maintains all valid certificates, licenses, endorsements, and permits as required by state and local authorities
- Performs such other tasks and assumes such other responsibilities as his/her supervisor may assign

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 frequently required to stand and talk or hear and sometimes walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. The employee is directly responsible for the safety, well-being, or work output of other people.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Work Environment:

The noise level in the work environment is moderate to loud.

Application Process:

[Apply online](#)

Position Timeline:

- Position Opens: February 3, 2020
- File Screening Begins: March 2, 2020
- Preliminary Interviews and Reference Checks: March 9 - March 13, 2020
- Tentative Date for Final Interviews: March 19, 2020
- Site visits(s) for finalist(s): March 23-27
- Announcement of WHS Principal: April 6, 2020
- Position Open Until Filled

If you are hired for this position, you will be required to pay for a background check, unless you have completed the background check in the past two years, and it is on file with the Office of Superintendent of Public Instruction (OSPI).

