



# Columbia School District No. 206

## K-12 Principal

1.0 F.T.E. Continuing Position

Columbia School District No. 206 wishes to announce a K-12 Principal position opening for school year 2020-2021. Columbia Schools mission is to “Educate and prepare all students for lifelong success.”

### Vision for Our School

The Columbia School District No. 206 is the heart and soul of a community united to provide the greatest possible educational foundation to each and every student in the district. The results are responsible citizens, who are confident in their ability to learn, with every opportunity for post-secondary/career success.

### District Profile

The Columbia School District No. 206 is located on Lake Roosevelt (formerly the Columbia River) in the northeast corner of Washington in the town of Hunters. The water, forested mountains and valleys, and abundant wildlife combine to make Hunters a beautiful and peaceful place to live. The district encompasses approximately 800 square miles and serves approximately 105 students from several small communities (Fruitland, Cedonia, Gifford, West End, Enterprise) and both the Spokane and Colville Reservations.

The district has a long and rich history. Many students are 2<sup>nd</sup>, 3<sup>rd</sup>, or sometimes 4<sup>th</sup> generation Columbia Lions. Several district employees and school board members are graduates as well. Class sizes are small which makes it possible for teachers to provide students with both a personalized experience and a great deal of individual attention. Students also have several opportunities to participate in a variety of sports and activities.

Columbia is a small school with a family atmosphere. Our dedicated and highly driven staff is fortunate to work for a supportive school board. Teachers in our district enjoy the quality of life offered by our rural area. Many have children who have attended or are currently attending the school. Teachers are often members of community organizations such as local churches, volunteer fire department, lodges, granges and the Hunters Community Fair, which is the oldest one-day fair in the state. There is a great deal of support for the school and its activities. The school is considered to be the center of the Hunters community.



### Columbia School District No. 206 Board of Directors

Dave Lewis, Chair and Legislative Representative

Candee Singer, Vice-Chair

Dr. William J. Wadlington, Superintendent/Principal (Secretary to the Board)

Lee Dale, Director

Andy Moss, Director

Bobbi Ward, Director

### School Board Goals

**The Columbia School Board of Directors believes that the five most important goals are:**

Goal 1 – Increase the academic achievement of each and every student.

Goal 2 – Attract and retain highly qualified staff that is committed to professional improvement to best meet the needs of each and every student.

Goal 3 – Ensure all available financial resources are best spent on efforts and initiatives to improve the learning of each and every student.

Goal 4 – Ensure school facilities, furnishings and equipment are adequately meeting the needs for a learning environment that provides the greatest possible educational foundation to each and every student in the district.

Goal 5 – Communicate the successes and needs of our students and school with all constituents.

## **K-12 PRINCIPAL**

Columbia School District No. 206 is seeking a Principal who is a visionary leader having the instructional leadership skills and human relations abilities to actualize the mission of the District, "Educate and prepare all students for lifelong success."

The Principal will provide a safe school environment, enhance productive learning for all, and assist in planning, coordination, and operation of the school in a manner to promote a professional image directed at providing the best possible service to the students, community, and staff. The Principal will develop a safe school environment based on teamwork, explore ways of increasing efficiency using technology, and maximize available resources to enhance a productive learning experience for all.

The Principal must also have the ability to positively impact student learning and achievement through Professional Learning Communities and knowledge of effective instructional practices. In doing so, the Principal will build collaborative relationships with staff, students, and parents, bringing these groups together positively and productively with a critical focus on student learning. The Principal must be a highly effective communicator, having an ability to utilize multiple strategies to regularly and clearly communicate with all stakeholders. The Principal will continue to nurture a positive and respectful school climate and develop professional capacities in staff, purposely directed at increasing levels of student learning and achievement.

### **QUALIFICATIONS:**

- Valid Washington State Certificate with proper endorsement is required
- Washington State Patrol and Criminal Justice fingerprint/background clearance
- Washington State Sexual Misconduct Disclosure Release
- Demonstrated successful school-based leadership

### **REQUIREMENTS/PREFERRED:**

- Ability to develop and supervise a cohesive team of people within a kindergarten-12th grade setting, guiding teams to establish goals, and the ability to create a climate in which people want to do their best by promoting confidence and optimistic attitudes
- Experience as a school principal who has demonstrated success in improving student learning and achievement with diverse populations
- Proven success in the development and implementation of a positive school climate for students, staff, and community
- Demonstrated skills in human relations and sensitivity to the diversity of students, staff, and community
- Experience with and passionate support for a learning community culture centered around collaboration and shared responsibility
- Understanding of trauma-informed practice and the importance of supporting the social and emotional needs of students to ensure high levels of learning for all
- Demonstrated ability to use conflict resolution and crisis intervention skills to appropriately intervene in crisis situations
- Skills and ability to serve as an influential educational leader, including the ability to plan, organize, and facilitate staff meetings, planning processes, and community projects and events
- Ability to initiate programs which aid student development
- Proven leader who communicates a compelling and inspired vision or sense of core purpose, with the ability to encourage distributive leadership among staff
- Demonstrated successful experience in shared decision making, program development, staff supervision, and staff evaluation
- Deep knowledge of high-quality instructional strategies and experience leading professional development for staff
- Possess a passion for teaching and learning, and a depth of knowledge of core subject curriculum
- Ability to foster growth, flexibility, and creativity using a variety of techniques
- Knowledge of and demonstrated skills in the use of technology for teaching and learning
- Knowledge of laws, rules, and regulations governing the operation of public schools, including school reform legislation
- Ability to initiate and maintain adequate record keeping
- Ability to effectively communicate orally and in writing
- Must be a trustworthy individual with a high level of integrity and work ethic
- Ability to maintain high ethical standards throughout all duties
- Ability to maintain confidentiality
- Must be punctual, dependable, and highly organized
- Must be able to perform the essential functions of the job with or without reasonable accommodation

### **ESSENTIAL FUNCTIONS:**

- Provide leadership, vision, and inspiration to students and staff, promoting a belief system and values driven by a culture of equity and excellence, setting high expectations for all students and staff, particularly those who have traditionally been underserved
- Knowledge of Indian Education (Title V) and engagement of tribal governance and programs or willingness to develop a personal commitment
- Implement and evaluate integrated instructional programs and support services, clearly assigning responsibility for tasks and decisions, setting clear objectives and measures, monitoring processes, progress, results, and providing constructive feedback
- Support opportunities for all by fostering a climate of inclusion and promoting culturally responsive instruction and leadership
- Create a positive school environment by working with students, staff, and community to promote powerful teaching and learning experiences for every student
- Serve as a liaison between school and the community by encouraging community participation and meaningful partnerships

**ESSENTIAL FUNCTIONS:** (cont.)

- Supervise assigned staff and guide staff to established goals
- Plan, organize, and facilitate high-quality professional development for staff
- Create a learning culture centered around collaboration and shared responsibility
- Develop and promote staff leadership, lead staff in the analysis of student achievement data, develop school improvement and student academic achievement plans specific to the needs of students, and implement and evaluate the plan throughout the year
- Promote best practices in student learning and accelerate student achievement for all students
- Assist instructional staff with the development, alignment, revision, and evaluation of curriculum
- Maintain high standards of student conduct and enforce discipline when necessary, providing support to staff in accordance with the due process rights of students
- Responsible for the creation and implementation of systems that support the health, safety, conduct, and attendance of students
- Participate in the recruitment, screening, hiring, and assigning of staff
- Work collaboratively with members of the administrative team regarding issues of concern to the district
- Oversee committees and councils within the school and participate in district and/or community meetings as appropriate or required
- Effectively supervise school activities, including lunch room, performances, athletics, and other school related events
- Assume responsibility for and maintain a clean, functional, and safe school facility
- Follow board and district policies and stay current with updates and changes
- Protect the interest of the district with respect to all assets and liabilities
- Know and observe safety procedures, maintain safe working conditions, and comply with safety rules and regulations
- Perform other related duties as assigned, which may include serving or leading a district committee and coordinating special projects

Application materials required:

- Letter of interest in the open position
- Columbia School District application packet (contact 509-722-3311)
- Copy of Washington State teaching certificate with appropriate endorsements.
- Copy of transcripts (unofficial copies acceptable for interview purposes)
- College placement file (only if active within last five years)
- Three letters of recommendation and three current professional references.

**Application materials are available online at [www.columbia206.net](http://www.columbia206.net)**

Hiring Timeline: (Open Until Filled with TENTATIVE schedule below)

- Applications accepted until.....Open Until Filled (first round May15, 2020)
- Interview of finalists .....May18-22, 2020
- Recommendation to School Board.....May 26, 2020
- First Day of Employment.....August 3, 2020

**Apply to:**

Dr. William J. Wadlington, Superintendent/Principal  
 Columbia School District No. 206  
 P.O. Box 7  
 4961 B Hunters Shop Road  
 Hunters, WA 99137  
 (509) 722-3311  
[wwadlington@columbia206.net](mailto:wwadlington@columbia206.net)

**Specifics:**

Principal - Grades K-12  
 215 days per year (approx. August 1 – June 30)  
 Salary commensurate with other similar size districts.  
 Coordinate contract and attendance days with the 0.4 F.T.E. Superintendent (Greg Price) to ensure administrative coverage for the school district.

**EMPLOYMENT INFORMATION:** Applicant selected for hire will be required to be fingerprinted for a Washington State Patrol and FBI criminal history and background inquiry check. Employees of Columbia School District must abide by all of the agency's policies, including maintaining a smoke and tobacco-free work environment and a drug-free workplace. Columbia School District is an affirmative action/equal opportunity employer. The Columbia School District #206 complies with all state and federal rules and regulations and does not discriminate based on age, sex, race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district Title IX/RCW 28A.640 Officer and/or Section 504 Coordinator.

Columbia School District 206 does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged discrimination: Dr. William J. Wadlington, Superintendent/Principal at P.O. Box 7, 4961 B Hunters Shop Road, Hunters, WA 99137. Telephone: 509-722-3311. Email: [wwadlington@columbia206.net](mailto:wwadlington@columbia206.net).