

Cape Flattery School District

Principal - Neah Bay Secondary School (25-26 NB Admin)

JOB POSTING

Job Details

Posting ID

25-26 NB Admin

Title

Principal - Neah Bay Secondary School

Description

Position: Secondary Principal

Location: Neah Bay

Application Period: Open until filled.

Purpose:

To implement the District's Strategic Plan by providing effective instructional leadership resulting in an empowering school learning community focused on student growth while making the best use of resources. The principal is expected to work interdependently with others, support and promote the district policies and strategic goals.

Qualifications:

- Masters Degree and Washington State Administrators Certificate
- Completed training in the Washington State TPEP system
- Demonstrated successful experience as a secondary school principal or assistant principal
- Minimum of five years successful teaching or related experience, preferably at the Elementary level
- Ability to establish and maintain effective organizational and community relationships
- Knowledge of the learning process and exemplary teaching practices
- Possess effective organizational and time management skills.
- Exceptional communications skills, both written and oral

Role Description:

"The principalship is critical to the success of the entire educational system. It is also unique to all other roles in education, managing both adults and students." AWSP

Principals with Cape Flattery School District must have a clear sense of purpose and be committed to serving all members of the school community. As the instructional leader, she or he must possess a deep understanding of state standards and culturally responsive teaching practices. They develop and maintain positive and trusting relationships and strive to create an atmosphere of mutual respect. They assume accountability for student growth and find ways to measure and document student growth.

Performance Responsibilities:

1. Provide instructional leadership for the school resulting in increased student achievement.
2. Responsible for the development and continuous improvement of the educational program in the school measured by formal and informal assessment tools.
3. Responsible for the implementation of District curriculum in the building and Board policies
4. Manage the school for effective and efficient operation through planning, organizing, implementing all facets of the school's operation.
5. Coordinate with Principal of Neah Bay Elementary School regarding: events, safety, facility usage, scheduling, staffing, safety planning, student transitions from grades 5 to 6
6. Develop, implement and monitor a school improvement plan, including professional development needed to realize the goals of the plan
7. Coordinate with the Director of Student Services regarding: Special Education, curricular needs, School Improvement Plans, professional development, safety planning
8. Establish and sustain a positive building climate by building relationships with students, teachers and parents and showing continuous sensitivity to their concerns and needs

9. Provide the necessary professional development to maximize the effectiveness of the school program.
10. Supervise, coach and evaluate certificated and support staff.
11. Promote programs and activities that enhance the health, welfare and safety of the students
12. Assign staff members to positions where the effectiveness of the school program will be maximized
13. Assign duties to staff members and implement the techniques of participative management as appropriate
14. Screen, interview, and recommend candidates for employment following the District's selection processes

[LINK to Additional Information](#)

Contract:

- Salary is dependent upon education, experience and commensurate with districts of similar size in Washington State.
- 12 month

Supervises:

- Certified and classified staff of Neah Bay Secondary School
- Cafeteria staff on the Neah Bay campus

Organizational Relationship: Reports to the Superintendent

Application Process:

1. Submit the principal application online attaching supporting documents including a current resume, letter of introduction, transcripts and copies of certificates. (The on-line application is the preferred process. However, a paper application is available upon request.)
2. As part of the on-line application, submit a statement of how personal and professional qualifications prepare the candidate to meet the district's challenges.
3. Professional Portfolios and Placement files are accepted and encouraged.
4. Apply online at: <https://capeflattery.tedk12.com/hire/Index.aspx>

[LINK to Additional Information](#)

Interested Individuals should contact:

Tracey Rascon Human Resources Secretary (360) 780-6537

Email: trascon@cfsd401.org

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|----------------------------------|-----------------------------|--------------------------|------------------------------|
| Shift Type | Full-Time | Salary Range | |
| Salary Code | Per Year | Job Category | Campus Administrative |
| External Job Application | Principal | Internal Job Application | Principal |
| Location | Neah Bay High School | Posting Status | Active |
| Minimum Qualifications Screening | | | |

Job Application Timeframes

| | | | |
|---------------------|-------------------|--------------------|-------------------|
| Internal Start Date | 07/01/2025 | General Start Date | 07/01/2025 |
|---------------------|-------------------|--------------------|-------------------|

Internal End Date

General End Date

Job Pools

Pool Name

Quantity

Requisition ID

Requisition
Title

Default

1

Alternate Job Contact

Name

Michelle Parkin

Title

Superintendent

Location

District Office East

Phone

360.640.1135

Email

mparkin@cfsd.wednet.edu

References

Automatically Send
Reference Check

Yes

Reference Check
Form

Principal