

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Planning Principal, New Secondary School **DEPARTMENT:** High School Education

REPORTS TO: Executive Director of High School Education

POSITION SUMMARY: Under the direction of the Executive Director, provide oversight for and the coordination with multiple District Departments of all facets of school instructional and facility development while engaging appropriately with stakeholders in the learning community and the greater Issaquah District.

ESSENTIAL FUNCTIONS:

- Oversee the planning of the educational and extra-curricular programs and operations for the New Secondary School using a multi-element data-driven plan that includes both qualitative and quantitative aspects.
- Coordinate with the Executive Director of High School Education and Capital Projects to match program needs with construction project.
- Act as District Liaison with future students, parents, community, and staff during the planning, permitting, construction, and opening of the New Secondary School.
- Coordinate with the appropriate Executive Directors and Director of Capital Projects to ensure regular meetings, updates, and progress reports on the building and opening of the new facility and program.
- Coordinate with Executive Director of Personnel Services to form Core Team and to staff the new school.
- Manage Core Team's development of mission and philosophy, governance, organizational structure, and systems in accordance with federal laws and state statute, District Policy and Procedures, and the appropriate CBAs.
- Coordinate with the Departments of Teaching and Learning Services and Special Services with the alignment of curriculum, instruction, and assessment with federal and state mandates, District Policies and learning goals and best instructional practices.
- With a parent and staff group, design and oversee the naming process for the new school.
- Coordinate with the WA and local PTSA Council to consider the formation of a PTA for the New School.
- Coordinate with the Executive Director of High School Education the transition to New Secondary School Principal.
- Demonstrate committed collaboration with the Superintendent, Central Office, and principal colleagues to insure systemic planning and implementation of the Issaquah School District Mission, Ends, and initiatives.
- Demonstrate positive relationship skills with students, parents and district staff, maintaining ongoing and open communication.
- Problem-solve and initiate solutions to issues or concerns from stakeholders.
- Use technology for communication, presentations, trainings, and workshops.
- Possess knowledge of and adhere to District procedures and Policies.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

EDUCATION: Bachelor's Degree with appropriate principal credentials. Masters level highly preferred.

EXPERIENCE: Evidence of at least 3 years of administrative experience at the high school level preferred. Minimum of 5 years at the middle school level considered. Further, the individual will possess the:

- Ability to work independently, take initiative, organize projects and details, and make decisions efficaciously
- Ability to communicate effectively in a pleasant, tactful and professional manner.
- Ability to research, analyze and interpret data, rules and regulations, codes, statutes, and laws.

CERTIFICATES AND LICENSES: Secondary teaching certificate; WA Principal Certification. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: Masters in Educational Leadership or the equivalent preferred

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Exempt

MEET AND CONFER: Principals

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date