



OLYMPIA SCHOOL DISTRICT NO. 111

111 Bethel St NE Olympia, WA 98506

www.osd.wednet.edu

"Creating opportunities and shaping success for all students"

PRINCIPAL – Capital High School

Salary	\$161,227 - \$182,745 (\$173,225 - \$196,344 including 16 additional days.)		
Job Type	Regular Full-Time	Location	Olympia, WA
Department	Secondary Education	Hours/FTE	8 hpd/215 Days
Job Category	Certificated		
Posting Dates	January 17, 2024 – Open Until Filled.		
	Contract year will begin July 01, 2024.		
How to Apply	All applicants should apply at http://edjobsnw.org		

The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.

Employees (and their families) are eligible for medical, dental, vision, and basic life insurance benefits, as determined by the School Employees Benefit Board (SEBB). Final benefit eligibility to be determined at time of hire. Employees are eligible to enroll in the Department of Retirement Services (DRS) TRS plan, as well as the DRS Deferred Compensation Program. Employment shall include 240 days of service, which includes 25 days of vacation.

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

POSITION SUMMARY

The Olympia School District (OSD) Human Resources Office is now accepting applications for the position of Principal – High School. The job of "Principal - High School" is done for the purpose/s of maintaining overall school site operations; receiving, distributing and communicating information to enforce school, District and State policies; maintaining safety of school environment; coordinating site activities; communicating information to staff; and addressing situations, problems and/or conflicts that could negatively impact the school. This Principal leader will partner with each member of Cabinet in the interest of student, family, and educator success in the 2024-25 school year and beyond.

ABOUT THE DISTRICT

The Olympia School District (OSD) is a vibrant community in the heart of our region. The OSD is one of the oldest districts in Washington State, the Olympia School District is located in the state capital of Washington, an hour from Seattle and two hours from Portland, Oregon. The District provides high- quality, diverse learning opportunities for our 9,500 students in its 19 modern schools. Our staff of innovative, experienced administrators, teachers, and support personnel total nearly 1,800. Community partnerships are a rule, not an exception. Volunteers are a vital and vibrant part of our school District.

A major focus in our District is continuous academic achievement for all students in support of our District Improvement Plan (DIP), as outlined on our website. Our community is supportive of quality education, and the staff serving its students. With a long-tradition of excellence and a community-wide focus on racial equity, we have much to be proud of and much yet to accomplish. The common goals our community is committed to include through our DIP and School Improvement Plans (SIPs): Our students will... (1) Be compassionate and kind. (2) Have the academic and life skills to pursue their individual career, civic and educational goals. (3) Advocate for the social, physical and mental wellness of themselves and others and be hopeful about the future. (4) Have the skills, knowledge and courage to identify and confront personal, systemic and societal bias. (5) Discover their passions, be curious and love learning. (6) Be critical thinkers who contribute to and collaborate with our local, global and natural world.

The Olympia School District is committed to increasing the diversity in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area. We encourage individuals of different cultures, backgrounds, and perspectives to apply and seek those who actively embrace our equity-focused direction for the future.

ESSENTIAL JOB FUNCTIONS

- Chairs meetings (e.g. curriculum, safety, site advisory, special district committees, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Delegates responsibility for various administrative functions to the Assistant Principal and other personnel for the purpose of managing the workload more efficiently.
- Evaluates personnel for the purpose of ensuring standards are achieved and performance is maximized.
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
- Hires personnel for the purpose of providing staff recommendations to the School Board for action.
- Manages school administrative functions (i.e. facility maintenance, budget, staffing, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Prepares various written documents (e.g. correspondence, reports, analyses, etc.) for the

purpose of providing written support and/or conveying information.

- Presents information on various topics for the purpose of communicating information and gaining feedback.
- Processes student disciplinary actions, personnel actions and/or related matters for the purpose of documenting such actions and adhering to district policies and/or education code.
- Recommends policies, procedures and/or actions (e.g. personnel, equipment, disciplinary issues, etc.) for the purpose of providing district personnel with direction and/or data for decision making.
- Represents the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Supervises instructional personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's curriculum.

OTHER JOB FUNCTIONS

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

JOB REQUIREMENTS – QUALIFICATIONS

- **Experience Required:** Certificated Educational Professional; Secondary Administrative experience required. Valid Washington teaching and principal credentials.
- **Skills, Knowledge and/or Abilities Required:**
 - Skills* to appropriately manage personnel and programs, communicate effectively, problem solve.
 - Knowledge* of curriculum, education code, district policies.
 - Abilities* to sit for prolonged periods, provide direction to others and make independent judgments, keep and maintain accurate records, meet deadlines, communicate with individuals of varied cultural and educational backgrounds, communicate in oral and written form. Significant physical abilities include reaching/handling/ fingering, talking/hearing conversations, near/far visual acuity/depth perception/visual accommodation.
- **Licenses, Certifications, Bonding, and/or Testing Required:** Appropriate Administrative Services Credential, Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance.

REQUIRED APPLICATION MATERIALS

- Cover Letter
- Resume
- Three (3) Letters of Recommendation
- Transcripts
- Certificate
- Apply through EdJobsNW at <https://edjobsnw.org>

Questions may be directed to:

Scott Niemann, Executive Director of Human Resources Voice: (360) 596-8534 / Fax: (360) 596-6181

Olympia School District

111 Bethel St NE Olympia, WA 98506 (360) 596-6185

FAX (360) 596-6181

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Equal Employment Opportunity:

Olympia School District 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. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – James Whitehead, (360) 596-8545, jwhitehead@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, kturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.