



*Apply Here*



Centralia  
School District



# Middle School Principal

## Culture

Come work where:

- Effort is everything
- Expectations are communicated clearly and explicitly
- Hard work, growth, and success are celebrated and recognized
- Progress is accepted over perfection
- Fun is fuel

## Benefits

- Salary - \$139,976 - \$154,508 per year
- 260 day work year
- 30 Vacation Days; 3 Personal Holidays; 12 Sick Leave Days
- Ability to cash out up to 15 vacation days and 1 personal day at per diem rate per year
- Health benefits and state retirement



[www.centralia.k12.wa.us/\(360\)330-7600](http://www.centralia.k12.wa.us/(360)330-7600)

**All Students Achieve Academic and Personal Excellence**



**Centralia School District  
Job Description  
Middle School Principal**

**Reports to:** Principal

**Location:** Centralia Middle School

**Bargaining Unit:** Non-Represented

**FLSA Status:** Exempt

**Job Summary:**

The Principal is the instructional and operational leader within the school community and is critical to improving student outcomes through the hiring, development, support, supervision, and retention of high-quality instructional and support staff, the implementation of effective systems, and the facilitation of a positive school culture. As the school leader, the Principal creates a culture of rigorous learning, belonging and engagement for staff, students and families through collaboration and distributive leadership. The Principal leads the school team to increased school and student outcomes by prioritizing instruction while effectively balancing the operation, safety, and policy responsibilities of a school-building leader.

**Required Qualifications:**

- Master's Degree from an accredited college or university with a major in educational administration or appropriate related field
- Valid Washington State Principal's Certificate
- Valid Washington State Teaching Certificate
- At least five years successful teaching experience in a public school
- An understanding of effective instruction and of effective academic and social/emotional support systems
- Ability to develop and sustain focus on a shared mission and clear vision for improvement of teaching and learning
- Knowledge of laws, rules, and regulations governing Washington State public schools
- Experience in effective human relations and demonstrated ability to establish a positive school climate
- Ability to use data to drive instructional and program decisions including using data analysis to develop learning goals
- Demonstrated ability to connect with students, staff, and community members in a mutually respectful, supportive and accessible manner
- Willingness to actively be a part of district and community events and organizations
- Ability to work collaboratively with colleagues, district, staff, students and families as a team to accomplish goals
- Ability to communicate effectively, possess awareness (for self and others), listen actively, be patient, incorporate humor/lightheartedness
- Ability to support the District's vision, mission, goals, and culture code including the belief that all students can succeed
- Ability to perform the essential functions of the job with or without reasonable accommodations

**Desired Qualifications:**

- Ability to speak, read, and write Spanish
- Successful experience in an educational leadership role
- Successful experience working with diverse individuals

**All Students Achieve Academic and Personal Excellence**

## Essential Functions:

- Provides instructional leadership to maximize student learning
- Provides quality educational leadership that creates a learning environment sensitive to diverse socioeconomic and ethnic groups served
- Promotes an environment that fosters high expectations, performance, respect and dignity for all students and staff
- Creates a data-driven plan for school improvement with annual revisions
- Develops and maintains strong, positive relationships with families, and community partners
- Increases teacher effectiveness through professional learning, evaluation, and support
- Recruits, develops, supports, supervises, evaluates, and retains an effective and diverse faculty of instructional and support staff with a focus on increased effectiveness and student achievement
- Models the leadership and follow-through necessary to build collaborative school-based teams which ensure curriculum and instruction initiatives are student-focused, research-based, and aligned with statutes, policies, standards, and improvement plans
- Establishes and maintains a culture of high-expectations, equity, and continuous improvement through sound judgement and consistent development, support, and accountability for themselves and their team
- Collaborates and coordinates with other building principals and the District's leadership team including attending team meetings and other activities as appropriate
- Demonstrates fallibility and models problem solving
- Implements best practices when managing student behavior with a focus on teaching rather than punishment
- Prepares and manages a building budget within fiscal guidelines
- Engages in structured professional development programs and attends specific principal training to ensure ongoing self-reflection, growth, and improved practices related to the role and responsibilities and leadership
- Leads and manages organizational processes for school operations including, but not limited to: student behavior, student attendance, school food service, student transportation, master schedules, extracurricular activities, school finance, and financial reporting
- Acts ethically and confidentially in all aspects of employment
- Attends trainings and meetings as directed for appropriate
- Other duties as assigned

**Salary:** \$139,976 - \$154,508, depending on experience\*

**Work schedule:** 260 days per year

### Benefits:

15 paid holidays, 30 vacation days, 12 sick leave days, and 3 personal leave days; health benefits including medical, dental, vision, life insurance, and long-term disability insurance; State retirement; other fringe benefits as allowed under the Principal agreement.

### Application Procedures:

Anyone interested in this position should apply through [www.edjobsn.org](http://www.edjobsn.org) with their resume, cover letter, and 3 professional references, AND submit a letter of interest to Lisa Grant, Superintendent at [lgrant@centralia.wednet.edu](mailto:lgrant@centralia.wednet.edu).

\*Salary listed is for the 2022-2023 school year, the 2023-2024 salary has yet to be determined

Working Conditions and Physical Effort Requirements

	Seldom or Never	Monthly	Weekly	Daily	Hourly
Lift/push/pull/carry objects up to 10 lbs				x	
Lift/push/pull/carry objects 11-20 lbs			x		
Lift/push/pull/carry objects 21+ lbs	x				
Standing up to one hour at a time				x	
Standing up to two hours at a time			x		
Standing for more than two hours at a time		x			
Stooping and bending		x			
Ability to reach and grasp objects				x	
Manual dexterity or fine motor skills					x
Ability to communicate orally					x
Ability to hear					x
Proofreading and checking documents for accuracy				x	
Using a computer and computer software				x	
Using various technology tools				x	
Working in a normal office environment with few physical discomforts					x
Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variations, or other conditions			x		
Working in an area that is very uncomfortable due to extreme temperatures, noise levels, or other conditions	x				
Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises, or muscle pulls	x				
Operating automobile, vehicle or van	x				