

DIXIE SCHOOL DISTRICT NO. 101

Announcement of Vacancy

SUPERINTENDENT/PRINCIPAL



APPLICATION REQUIREMENTS

Letter of Application

Completed Application

Form Current Resume

Copy of Certificate(s)
Letters of Recommendation
(3-5 preferred)

College or University
Transcripts (Unofficial copies
acceptable)

SUBMIT APPLICATION MATERIALS TO:

Dixie School District
c/o Judy Skillings Board Chair
PO Box 40
Dixie, WA 99329
509-525-5339
dmiller@dixiesd.org

Dixie School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national, origin, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog 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: Civil Rights; Title IX, and Section 504 Coordinator: Debbie Miller, 509 509-525-5339, dmiller@dixiesd.org, Address: PO Box 40, Dixie WA, 99329.

ABOUT THE POSITION:

Dixie School District is seeking applicants for the position of **Superintendent/Principal**. The Superintendent/Principal will be responsible for:

- Serving as the district's Chief Executive Officer
- Assigning, directing, and supervising all district employees
- Developing and administering rules and procedures necessary for school operations
- Attending BMSSC/ SAC meetings each month and other school events that may be deemed necessary by the Dixie School Board
- Overseeing capital improvement projects

ABOUT THE SCHOOL AND COMMUNITY:

Dixie School District currently serves 15-20 grade K-5 students in the small, historic town of Dixie near the city of Walla Walla. The region is known for fine dining, agriculture and pioneer history. Other nearby towns include Waitsburg, Prescott, and Dayton, WA. For more information, visit the district website at <http://www.dixiesd.org/>

DESIRED CHARACTERISTICS AND QUALITIES:

- Demonstrates honesty, integrity, confidentiality and compassion
- Possesses an understanding of state learning standards; training in TPEP and the Danielson model
- Establishes and maintains open and honest communication practices; is a team leader who is accessible to parents and staff
- Incorporates a collaborative leadership style
- Shows respect, compassion, flexibility and a sense of humor in all professional relationships
- Possesses a depth of knowledge regarding technology, special programs and legal issues
- Ability to manage conflict and student discipline in a firm, fair and consistent manner
- Demonstrates strong organizational skills and scheduling responsibilities including ability to effectively manage budget

PROFESSIONAL QUALIFICATIONS:

- Masters degree in educational administration or related field
- Valid Washington state principal and superintendent certificates
- Three or more years of administrative experience or other leadership roles
- Experience teaching in a small, rural school setting preferred

CONTRACT PROVISIONS:

The Board will negotiate a contract that is competitive with similar positions. Current part-time contract is approximately 8 hours per week with extra-curricular activities negotiated on an as needed basis.

TIMELINE:

Open until filled: Application review begins June 4th, 2019

Tentative interview dates are the second week of June 2019

- Start date: July 1, 2019
- Application materials can be accessed on the district website; <http://www.dixiesd.org/>