



# ANNOUNCEMENT OF VACANCY

## PRINCIPAL—MONUMENT ELEMENTARY SCHOOL

### ABOUT THE POSITION

Quincy School District is seeking applicants for the position of Principal at Monument Elementary School. The Principal will be responsible for:

- Improving student achievement through a clear vision for effective classroom instruction
- Assuring high expectations and support for adults and students at school
- Establishing a shared focus on quality instruction in every classroom
- Developing authentic and effective school-parent partnerships, and
- Completing other related duties assigned by the Superintendent

### ABOUT THE SCHOOL

Monument Elementary serves approximately 617 students in Grades 4-6 and is one of seven schools in the Quincy School District. For more information, visit the district website at: <http://www.qsd.wednet.edu>

### PROFESSIONAL QUALIFICATIONS

- Masters degree in educational administration or related field
- Valid Washington state principal certificate
- Proven track record of leading school change for improved student learning

### DESIRED CHARACTERISTICS AND QUALITIES

- Demonstrates ability to work in alignment with district and school leaders in support of the Quincy School District Strategic Road Map.
- Possesses a genuine understanding of, and interest in, elementary students
- Understands role of the school in community and is visibly involved
- Demonstrates honesty and integrity in all aspects of work
- Understands the challenges of serving the needs of a diverse population
- Incorporates a collaborative leadership style
- Establishes and maintains open and honest communication practices; is a good listener who is approachable to parents and staff
- Shows respect, fairness, compassion, flexibility and a sense of humor in relationships with children and adults
- Possesses a depth of knowledge regarding curriculum, instruction, assessment, technology, special programs, and legal issues
- Manages student discipline in a positive, fair, and consistent manner
- Demonstrates effective organizational and communication skills including ability to effectively manage building budget and scheduling responsibilities
- Possesses the ability to manage conflicts and solve problems

### CONTRACT PROVISIONS

The Principal base contract will include 215 days of service, exclusive of holidays and vacation. Salary will be based on the district administrative salary schedule with a current range of \$95,253 to \$107,349 depending on education and experience. Benefits will be in accordance with the terms outlined in the administrative agreement.

### CLOSING DATE

Open until filled; target review date is March 9, 2017. Application materials and procedures can be accessed on the district website: <http://www.qsd.wednet.edu>

*The Quincy School District does not discriminate on the basis of race, religion, creed, color, national origin, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or age in its program or activities. The Quincy School District also provides equal access to the Boy Scouts and other designated youth groups. The Quincy School District offers classes in many career and technical education programs. Lack of English language proficiency will not be a barrier to the admission and participation in career and technical education programs.*

### APPLICATION REQUIREMENTS:

Letter of Application • Completed FastTrack Application • Current Resume  
Copy of Principal Certificate • Letters of Recommendation (3-5 preferred)  
College or University Transcripts (Unofficial copies acceptable)

### ELECTRONICALLY SUBMIT APPLICATION MATERIALS TO:

John Boyd, Superintendent  
[www.qsd.wednet.edu](http://www.qsd.wednet.edu)  
Under the Employment tab

