

Position Type: K-8 Principal
Location: Carbonado School
Date Posted: 03/11/2026
Closing Date: 04/03/2026

Job Title: Principal

Qualifications: Master's degree with successful teaching experience at the desired level and/or successful administrative experience; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work. Valid Washington State Teaching Certificate. Valid Washington State Principal's Certificate at appropriate level. Fingerprints and successful WSP and FBI background clearance/sexual misconduct clearance.

Essential Responsibilities:

- Provides leadership, so that all students will acquire the knowledge, skills, values, and attitudes to lead self-sufficient, well-adjusted, healthy, productive, and socially responsible lives to the best of their individual potential.
- Supervises, evaluates, and facilitates the improvement of the instructional and guidance programs of the building.
- Supervises and evaluates building personnel; develops appropriate recommendations for staff which may involve staff development, placement, dismissal, or reassignment in conjunction with the appropriate district staff; collaborates with institutions of higher learning in training of teachers
- Promotes the school and the district with staff, students, families, and the community; responsible for student welfare and strong student, family, and community relationships; exercises good judgment in dealing with students, staff, parents, community members and agencies, and the press.
- Administers discipline to students; supervises students in the lunchroom, in hallways, on school grounds, and in any program held at the school under school district sanction; provides leadership in emergency situations.
- Knowledge and execution of the policies and regulations of the district and the State Board of Education.
- Assists in student placement.
- Coordinates and balances activities for the school.
- Analyzes and utilizes the data to program improvement within the building.
- Supervises school safety program; coordinates periodic drills for fire, lockdown and earthquake to ensure compliance with district, state and federal regulations.
- Plans and leads staff meetings and in-service training programs sponsored by the district; maintains and updates knowledge and skill necessary for success in the position by participating in professional development activities as needed or assigned.
- Maintains a high standard of ethics in all professional relationships, actions, and decisions.
- Regular, reliable, predictable attendance or physical presence is an essential job requirement and critical to the performance of the work

- Must have a passion for helping kids and an unwavering belief that all students can learn
- Must have energy, a positive outlook and a sense of humor
- Must be willing to be a contributing, positive member of professional learning communities; display collaborative skills; work well with adults in all settings; be flexible in an evolving educational environment, be willing to take collective responsibility for the learning of all students
- Must have awareness, empathy, and a commitment to learning for all students, including those with special learning needs
- Must be a reflective person, with a lifelong learning attitude focused on continuous growth
- Must be able to manage and organize all elements of teaching; instruction, assessment, classroom management, parent communication, grading/reporting, analyzing student work, etc.
- Must conduct yourself as a professional at all times
- Must have skills and knowledge to teach K-8 curriculum
- Must have willingness to integrate disciplines
- Must be willing to focus instruction on key standards, building and district goals
- Must be willing to build relationships with parents to assist student learning
- Must be able to quickly learn and incorporate emerging technologies into teaching, learning, and assessment
- Must have the ability to maintain effective classroom management in a student-centered, positive environment and fill in as a substitute
- Must be willing to take leadership roles with clubs, contests or sports as skills allow

Work Environment/Physical Demands:

Daily work is generally performed in indoor school classrooms, playground and personal office. Must have the use of sensory skills in order to effectively communicate and interact with students, other faculty, staff, and parents as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. The position also entails significant walking, bending, standing, stooping, and possible physical interventions in order to maintain a safe learning environment.

Exposed to and may be required to defuse difficult and sensitive situations and/or people; required to attend meetings and activities beyond regular work hours.

Required Knowledge, Skills And Abilities:

Knowledge is demonstrated in the subject matter for which he/she is expected to teach/supervise; understands the legislated, moral and ethical framework within which they work; uses the programs of study to inform and direct planning, instruction, and assessment.

Skills needed for: identifying and responding to learner differences; plan for instruction, translating curriculum and outcomes into meaningful learning activities; create and maintain environments that are conducive to student learning and understand needs for physical, social,

cultural and psychological security; teamwork skills to collaborate with the administration, colleagues, support staff and parent-teacher organization; strong organizational skills necessary to support who plan lessons for each class; team with staff to keep students on task and maintaining a well-ordered classroom; attention to details which is necessary to maintain accurate and up-to-date records.

Ability is required to: establish relationships with students built on respect and a steadfast belief in the ability to learn at high levels; and use a broad range of instructional/behavioral strategies; create and enhance partnerships with parents that are purposeful and meaningful; to understand the importance of contributing, independently and collegially to the quality of the school; engage in assessing the quality of teachers' skills and career-long learning; understand students' needs, abilities and learning styles and the various ways of teaching the subject matter in order to best support teachers.

Work Relationships: Reports to building superintendent. Collaborates with other district staff. Regular interactions with students and parents.