



OLYMPIA SCHOOL DISTRICT NO. 111

111 Bethel St NE Olympia, WA 98506

www.osd.wednet.edu

"Creating opportunities and shaping success for all students"

ADMINISTRATOR – Olympia Regional Learning Academy

Salary	\$ 132,399 - \$150,070	Location	Olympia, WA (Thurston County)
Job Type	Regular Full-Time	Hours/FTE	1.0 FTE/215 days – Continuing
Department	Elementary Education		<i>(plus 14 additional days)</i>
Job Category	Certificated		
Posting Dates	May 14, 2021 – Open Until Filled <i>(Best to apply by May 28, 2021. Contract year begins July 01, 2021. First interviews will be held Wednesday, June 02, 2021).</i>		
How to Apply	All applicants should apply at http://edjobsnw.org		

POSITION SUMMARY

The Olympia School District (OSD) Human Resources Office is now accepting applications for the position of School Administrator for the Olympia Regional Learning Academy (ORLA). The job of "School Administrator" 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. ORLA is a K-12 school serving students in three different programs – hConnect, iConnect Academy, and ORLA Montessori- as defined on the school website. OSD is seeking an innovative leader who has experience in Montessori, Alternative Learning online and is skilled in elementary learning best practices, design thinking, and organizational leadership. This Administrator leader will partner with each member of Cabinet in the interest of student, family, and educator success in the 2021-22 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 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 10,000 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

1. Vision, Strategies, Policy.

The Principal will partner with the:

- Community, students, educators, and partners to review and frame the vision for ORLA programming and learning experiences as part of continuous improvement practices for a healthy culture. In these efforts, the Principal will prioritize the rights of learners in the interest of individual and collective success of students.
- Executive Director to (a) review and refine implementation of ALE and online learning policies and procedures, (b) articulate a student-centered plan for furthering the implementation of collective visioning and measuring the implementation via best practice per program.
- Support Services to support schoolwide implementation of best practices for supporting students with special needs are in place within each program at the school.
- Chief Academic Officer (CAO) and supervising Executive Director to ensure (a) quality learning structures, supports, and professional growth that align with research-based best practices for each program coupled with our Danielson Instructional Framework are in place, (b) structures to support integrating multi-tiered systems of support are customized within the unique nature of school programs and monitored through data collection in the ongoing School Improvement Plan (SIP), (c) research-based practices to support English Learners are customized within programmatic structures and implemented, (d) each school program meets assessment expectations and is supported with data literacy, (e) intervention and highly capable structures are in place and customized within the programmatic structures, (f) and students have access to Career & Technical Education (CTE) learning opportunities.

- Chief Information Officer (CIO) and supervising Executive Director to (a) ensure digital accessibility expectations are attended to within professional development and curriculum supports, (c) align efforts with Instructional Technology and professional development through the programmatic lenses in support of student learning, (d) ensure systems and plans for rostering and accounts that support adult access to student learning data should students change schools, and (e) establish monitoring systems that ensure policy and reporting expectations are met.
- Executive Director of Human Resources and Executive Directors of Elementary & Secondary Education to (a) support labor relations and work through staffing needs and hiring based on student enrollment
- Chief Academic Office (CAO) and supervising Executive Director to establish implementation review expectations and cycles for school programs. This includes a plan for teacher & staff evaluations, quality of student learning review, completing ALE reports and District Reports, ensuring online learning is within ALE Compliance with ALE Audit Reports, managing staffing & budget, and monitoring student data as well as programmatic data.

2. Lead Building

The Principal will lead the building:

Creating a school culture that promotes the ongoing improvement of learning and teaching for students:

- Develops and sustains focus on a shared mission and clear vision for improvement of learning and teaching
- Engages in essential conversations for ongoing improvement, Facilitates collaborative processes leading toward continuous improvement
- Creates opportunities for shared leadership

Providing for school safety:

- Provides for physical safety
- Provides for social, emotional, and intellectual safety

Leading the development, implementation and evaluation of a data-driven plan for increasing student achievement, including the use of multiple student data elements:

- Recognizes and seeks out multiple data sources
- Analyzes and interprets multiple data sources to inform school-level improvement efforts

- Implements data driven plan for improved teaching and learning
- Assists staff to guide, modify and improve classroom teaching and student learning
- Provides evidence of student growth that results from the school improvement process

Assisting instructional staff with alignment of curriculum, instruction and assessment with state and local district learning goals:

- Assists staff in aligning curricula to state and local district learning goals
- Assists staff in aligning best instructional practices to state and district learning goals
- Assists staff in aligning assessment practices to best instructional practices

Monitoring, assisting, and evaluating effective instruction and assessment practices:

- Monitors instruction and assessment practices
- Assists staff in developing required student growth plan and identifying valid, reliable sources of evidence of effectiveness
- Assists staff in implementing effective instruction and assessment practices, 5.4 Evaluates staff In effective instruction and assessment practices
- Provides evidence of student growth of selected teachers

Managing Resources:

- Managing human resources in assignment and hiring
- Managing human resources with ongoing professional development
- Managing both staff and fiscal resources to support student achievement and legal responsibilities
- Fulfilling legal responsibilities

Partnering with the school community to promote student learning:

- Communicates with community to promote learning
- Partners with families and school community

Demonstrating commitment to closing the achievement gap:

- Identifies barriers to achievement and knows how to close resulting gaps
- Demonstrates a commitment to close the achievement gap
- Provides evidence of growth in student learning

Other Job Functions:

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

QUALIFICATIONS

Education

Master's degree from an accredited college or university with an emphasis in educational leadership preferred.

Experience

- Five (5) years of successful teaching experience in public schools and effective work with school age students. Preference given to elementary level experience. Three (3) years of successful building level administrative experience, elementary level principal preferred. Prior experience coaching and training adult learners preferred.
- Knowledge and understanding of implementing the Teacher, Principal Evaluation Project (TPEP), and the Charlotte Danielson Framework for Teaching within alternative learning environments in support of student growth and student learning.
- Prior experience facilitating high quality student and adult learning experiences for the success of programming such as hConnect, iConnect Academy, and ORLA Montessori. Montessori experience or certification preferred.

Skills, Knowledge and/or Abilities Required

- Skills to appropriately manage personnel and programs, communicate effectively, problem solve. Experience using applications to further student and adult learning. These applications should be inclusive of, or equivalent to: Schoology, Zoom, Skyward, Google Education, Ed Puzzle, and Nearpod or equivalent applications.
- Knowledge of curriculum, education code, district policies, including alternative learning education (ALE) expectations. Demonstrated understanding of digital rights (digital citizenship), technical concerns, digital privacy, and digital accessibility considerations.
- 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. Ability to use the OSPI Bias Free Rubric to evaluate applications that include curricular resources and the Triple E Framework to evaluate potential for applications to impact learning.

Certificates and Licenses

Valid Washington State administrative certificate. Possession of a valid teaching certificate preferred. Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

Continuing Education

That is required to be effective in the position and to maintain certification as well maintaining current knowledge of curricular requirements, evaluation frameworks, and state and federal mandates.

Clearance

Criminal Justice Fingerprint/Background Clearance

REQUIRED APPLICATION MATERIALS

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

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

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 – Michael Hart, (360) 596-8545, mhart@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.