

POSITION VACANCY ANNOUNCEMENT

About the Association of Washington School Principals

The Association of Washington School Principals (AWSP) is a professional association serving principals and assistant principals. Its mission is to support principals and the principalship in the education of all students. AWSP is committed to provide student leadership opportunities that support and increase the academic and social success of all students.

About the Association of Washington Student Leaders

The Association of Washington Student Leaders (AWSL) is a division of AWSP administered by the Washington School Principals Education Foundation. Washington has one of the largest and most comprehensive student leadership programs in the nation. Through summer camps, outreach programs, regional workshops, curriculum and conferences, the Association of Washington Student Leaders (AWSL) serves over 12,000 students and advisers each year. The AWSL office is located at the Cispus Learning Center in Randle, Washington.

About the Position

AWSP is seeking candidates for the position of Director of Association of Washington Student Leaders. The chosen candidate will work with the AWSP Executive Director and AWSP Board in fulfilling board policy and direction. This full-time position (230 days) will focus on providing support for student leadership development in public and private K-12 schools. This AWSP position is based at the Cispus Learning Center in Randle, Washington. From July 1, 2018 to June 30, 2019 the successful candidate will be serving in a transition role with the current Director of AWSL.

AWSP Mission: Supporting **principals** and the **principalship** in the education of **all students**.

Responsibilities

- Administer and develop programs to promote the AWSL mission of increased academic and social success of all students.
- Serve as a member of the AWSP Executive team.
- Collaborate with the AWSP Director of Learning Centers, and the Cispus and Chewelah Peak site managers to maximize use of AWSP facilities.
- Support the AWSP Strategic Plan.
- Supervise and evaluate program and support staff.
- Manage the program budget.
- Prepare and present quarterly reports to the AWSP/WSEPF Board of Directors.
- Collaborate with the principals serving on the AWSP Student Leadership Committee.
- Facilitate workshops/professional learning for students, advisers and principals.
- Assist with other duties as assigned by the Executive Director.

Professional Qualifications and Characteristics

Applicants with the following professional qualifications and characteristics will be given the highest consideration:

- Demonstrated commitment to our state's students and to the importance of the principal as a performance-based educational leader.
- Successful performance as a school administrator or activity coordinator, preferably in Washington state.

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Director, Association of Washington Student Leaders

- Ability to manage program finances, grants funds, and interest/experience in developing sustaining partnerships.
- Exhibit high ethical standards, commitment, strong communication and organizational skills, accessibility, active listening abilities and a good sense of humor.
- Ability to effectively manage multiple projects.
- Ability to plan and present professional development to large groups of adults.
- Master's degree in a related field.

Compensation / Benefits

- Annual contract of 230 days: July 1-June 30.
- Salary competitive with principals or activity coordinators with similar responsibilities.
- Vacation and sick leave provided.
- Deferred compensation/retirement plan and VEBA plan provided.
- Medical, dental and vision, life and salary insurance available.

Timelines

Position Announcement: Monday, February 12, 2018
Application deadline: Friday, March 16, 2018 by 4:00 p.m.
Applicant interviews: Wednesday, March 28, 2018
Starting date: Approximately July 2, 2018

Application Procedure

Applicants should submit the following:

1. A letter of interest relating to the professional qualifications and characteristics required by this position.
2. A résumé.
3. A list of three to five references.
4. A one-page statement (12 pt. font) describing your vision of the role of the AWSP Director of Washington Student Leaders in supporting the mission of the Association of Washington School Principals.

AWSP encourages applications inside and outside the organization and will consider each based upon merit. Applications will be held in the strictest confidence until finalists are selected.

AWSP is an Equal Opportunity Employer. It is the policy of AWSP to comply with federal and state laws concerning non-discrimination and Equal opportunity employment, regardless of race, sex, age, color, religion, national origin, or any other category established in Title VII of the 1964 Civil Rights Act or other legislation, and to take affirmative action towards the goals and intentions of the applicable laws.

Return completed applications to:

AWSP Director of Association of Washington Student Leaders
Attn: Kim Marquette, Assistant to the Executive Director
Association of Washington School Principals
1021 8th Avenue SE
Olympia, WA 98501-1515
kim@awsp.org