

WILSON CREEK SCHOOL DISTRICT

PO BOX 46
WILSON CREEK, WA 98860

TELEPHONE (509) 345-2541
FAX (509) 345-228

Principal (Grades K-12)/Federal Program Director/Athletic Director

Title I/LAP Director • Assessment Coordinator • AVID • ELL • WIDA • Highly Capable Program • Intervention Math Teacher

In House: Tuesday, July 21, 2026

to the Public: Thursday, July 23, 2026

Position Details

Wilson Creek School District is seeking an innovative, highly motivated, student-centered educational leader to serve as our Secondary Principal (Grades 7–12) for the 2026–2027 school year.

This unique position combines instructional leadership with oversight of several district instructional programs. The successful candidate will serve as the building principal for grades 7–12 while coordinating federal programs, supervising athletics, overseeing district assessments, and teaching one section of secondary intervention mathematics.

Wilson Creek is a small rural district located approximately 30 miles north of Moses Lake and 20 miles east of Ephrata. We serve approximately 120 Preschool through 12th grade students. Students travel from throughout the surrounding communities because of our reputation for academic excellence, individualized instruction, and outstanding school culture.

Why Wilson Creek School District?

- Four-day instructional week (Monday–Thursday)
- Small class sizes
- Individualized instruction
- Strong community support
- Collaborative professional staff
- Student-focused learning environment
- Opportunity to make a meaningful impact throughout the district

Reports To

Superintendent

Duties, Performance and Responsibilities

1. Hold or be eligible for a Washington State Principal Certificate and Washington State Teaching Certificate.
2. Provide instructional leadership for grades 7–12.
3. Supervise, support, and evaluate certificated and classified staff.
4. Promote a positive, safe, and inclusive school environment.
5. Coordinate student discipline, attendance, and behavior interventions (K-12).
6. Direct and oversee Title I, LAP, Title III (ELL), Highly Capable, and other assigned federal programs.
7. Prepare grant applications, budgets, reports, and compliance documentation.
8. Coordinate district assessments including SBA, WCAS, NWEA MAP, DIBELS, WIDA ACCESS, and other required assessments.
9. Analyze assessment data to support instructional improvement.
10. Serve as Athletic Director and ensure WIAA compliance.
11. Coordinate AVID implementation.
12. Coordinate ELL services and WIDA testing.
13. Coordinate the Highly Capable Program.
14. Teach one section of Intervention Mathematics (Grades 7–12).
15. Maintain accurate records and required program documentation.
16. Participate in district leadership, professional development, and school improvement efforts.
17. Maintain confidentiality of student and personnel information.
18. Perform other duties as assigned by the Superintendent.

Desired Qualifications

- Administrative experience preferred.

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- Knowledge of Washington State education law and OSPI requirements.
- Experience with Title I, LAP, Title III, AVID, WIDA, and Highly Capable programs preferred.
- Knowledge of MTSS and intervention systems.
- Athletic administration experience preferred.
- Strong leadership, communication, organizational, and grant management skills.

Salary & Benefits

Terms of Employment: Administrative contract with supplemental contracts for Athletic Director and assigned program responsibilities. Salary placement will be based upon the Wilson Creek School District Administrative Salary Schedule and verified experience.

Benefits include SEBB medical, dental, vision, Washington State retirement, paid leave, professional development opportunities, and a \$1,500 signing bonus for certificated employees new to the district.

Application Requirements

- Letter of Interest
- District Application Packet (www.wilsoncreek.org)
- Current Resume
- Washington Certificates
- Official Transcripts (required upon hire)
- Three Professional References

Inquiries: (509) 345-2541 • jobs@wilsoncreek.org

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400 Navar Street
Wilson Creek, WA 98860

Disclaimer: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees to this job.

Wilson Creek School District – An Equal Opportunity Employer

The Wilson Creek 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. The Civil Rights Compliance Coordinator is available to handle questions and complaints of alleged discrimination. If you have questions and/or concerns please call Laura Christian (Civil Rights Compliance Coordinator) lchristian@wilsoncreek.org or Laura Christian (504/ADA Coordinator) lchristian@wilsoncreek.org or Christa Christopherson (Title IX) athletics@wilsoncreek.org at Wilson Creek School District PO Box 46, Wilson Creek, WA 98860, phone 509-345-2541.

El Distrito Escolar de Wilson Creek no discrimina en sus programas o actividades por motivos de sexo, raza, credo, religión, color, origen nacional, edad, condición de veterano de guerra o grado militar, orientación sexual, expresión de género o identidad, discapacidad o uso de perro guía entrenado o animal de servicio, y ofrece igualdad de acceso a los Boy Scouts y a otros grupos de jóvenes especificados. El empleado mencionado a continuación ha sido designado para atender consultas y quejas de supuesta discriminación: Laura Christian, La directora,

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lchristian@wilsoncreek.org o Laura Christian lchristian@wilsoncreek.org o Christa Christopherson athletics@wilsoncreek.org Wilson Creek School Distracto PO Box 46, Wilson Creek, WA 98860, telephono 509-345-2541.