

# German Language School for Children and Adults

5001 NE 50<sup>th</sup> St.  
Seattle, WA 98105



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## Job Description: **PRINCIPAL**

### **Summary**

The German Language School – an outstanding Saturday school founded more than 50 years ago – is looking for a principal to lead the school starting June or July 2017. Currently, more than 90 students attend our various classes on Saturday mornings.

The principal provides leadership within the Saturday school to offer a welcoming learning environment for children and adults so that all students will acquire new insights into the German language and culture.

The principal manages school organization, operation, and resources for a safe, efficient, and effective learning environment, collaborates with teachers and board and community members, and responds to diverse community and student interests and needs.

The principal is responsible for the selection of qualified teachers, the preparation and implementation of the learning plan and the classroom assignment of students.

### **Essential Job Functions**

- Selects qualified teachers, TAs and substitute teachers
- Oversees and plans staff development and meetings
- Substitute-teaches when no other substitute is available
- Ensures implementation of school curriculum and availability of required school supplies
- Clarifies school goals and develops strategies for accomplishing desired results
- Collaboratively develops and implements a shared vision for the school
- Motivates and guides teachers and board members to accomplish tasks and goals
- Collaboratively plans and organizes school events
- Works closely with the ZfA and other organizations who support German language studies
- Works closely with other outside organizations to ensure smooth operation of the school
- Prepares reports and maintains current records as required
- Works closely with school board to ensure financial viability
- Participates in monthly board meetings and contributes to solid decision making
- Communicates with teachers, parents, students and community members
- Oversees production of publications, such as newsletter, parent guide, program information
- Assures appropriate maintenance of school records and other school documentation

## **Requirements**

- A passion for teaching children
- Ability to provide positive, visible and creative leadership and to implement new ideas
- Ability to plan and organize work effectively
- Ability to make solid and fair decisions in the best interest of the school
- Ability to communicate effectively in large groups, small groups, and one-on-one encounters as well as in writing in both German and English
- Ability to multi-task and manage time effectively
- Ability to maintain confidentiality
- Native or bilingual German language proficiency

## **Qualifications**

Bachelor's degree and successful experience as a teacher or any combination of experience and training which provides the applicant with the knowledge, skills, and abilities required to perform the work.

**Anticipated Starting Date:** 01 June 2017

**Compensation** – GLS offers a very competitive compensation based on qualifications and experience.

## **How to Apply**

Email a statement of interest and resume to Chuck Rabura, GLS Board President:  
[president@germanlanguageschool.org](mailto:president@germanlanguageschool.org).