

# Lummi Nation School

Educational Excellence for the Future



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*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT** **JOB TITLE: K-12 Vice Principal**

**OPEN:** April 28, 2026

**EXEMPT:** Yes

**SALARY:** Education Salary Scale

**SHIFT:** Flexible

**LOCATION:** Lummi Nation School

**DURATION:** Regular Full Time 12 Month Contract

**CLOSES:** May 12, 2026

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Lummi Nation School

**SUPERVISOR:** K-12 Lead Principal

**VACANCIES:** 1

**JOB SUMMARY:** The K–12 Vice Principal at Lummi Nation School serves as an instructional and administrative leader for the elementary (K–6) programs within a Washington State Tribal Education Compact and Bureau of Indian Education (BIE) contract school. This role focuses primarily on grades K–6, while also providing support for 7–12 programs in collaboration with the K–12 Principal. The Vice Principal promotes social-emotional development and positive behavior supports all students by implementing culturally responsive practices and working closely with the school leadership team. Key responsibilities include leading K–6 instructional practices, overseeing K–12 student discipline, and fostering a safe, inclusive, and engaging learning environment. The Vice Principal uses data to guide decision-making, partners with families and staff, and supports student and staff well-being. In the absence of the Principal, the Vice Principal assumes full administrative responsibilities for the school.

### **Essential Job Duties and Responsibilities:**

1. Serve as the instructional leader for grades K–6, reporting to the Lead LNS Principal, and ensure the effective administration and safety of the school in alignment with the policies of the Lummi Nation Education Board (LNEB), and regulations from the State Board of Education, OSPI, and the Bureau of Indian Education (BIE).
2. Collaborate with the K–12 Principal to support alignment and implementation of instructional programs for grades 7–12.
3. Enforce school board policies, administrative directives, and district standards to ensure consistency and compliance across all elementary operations.
4. Foster a supportive and developmentally appropriate learning environment by implementing behavior expectations aligned with Positive Behavioral Interventions and Supports (PBIS), Restorative Practices, and Multi-Tiered Systems of Support (MTSS).
5. Collaborate with the Leadership Team to develop and administer K–12 policies related to student behavior, attendance, and academic integrity.
6. Clearly communicate behavior, attendance, and social-emotional expectations to students, staff, and families.
7. Lead and support MTSS implementation by collecting and analyzing student data to guide academic and behavioral interventions across all tiers.
8. Meet bi-weekly with support staff and intervention teams to review attendance, academic performance, and behavior data to inform individualized student support plans.
9. Coordinate with counselors, interventionists, and family engagement specialists to ensure that supports meet the developmental and cultural needs of K–6 students.

10. Partner with tribal and community agencies to provide wraparound services as part of a comprehensive MTSS approach.
11. Manage daily administrative tasks to support the efficient operation of elementary school programs.
12. Promote a physically and emotionally safe school environment through consistent implementation of safety procedures and proactive support for student and staff needs.
13. Maintain accurate and timely records, including student support documentation, discipline logs, injury reports, and compliance records.
14. Support the recruitment, onboarding, supervision, and professional development of certificated and classified staff, emphasizing trauma-informed, inclusive, and culturally responsive practices.
15. Evaluate staff performance to ensure a positive, engaging, and academically rigorous learning environment.
16. Oversee support services such as meal programs, recess and lunch supervision, and academic intervention blocks to ensure alignment with student needs and MTSS structures.
17. Attend and supervise after-school and family engagement events to build relationships and promote a welcoming, inclusive school culture.
18. Collaborate with families, tribal leaders, and community stakeholders to support culturally responsive instruction and holistic student development.
19. Participate in teacher recruitment and selection to ensure the hiring of diverse and qualified educators who are committed to equity and early learning.
20. Engage in ongoing professional learning in areas such as MTSS, instructional leadership, equity, and continuous school improvement.
21. Assist the Principal in preparing and submitting reports related to MTSS, student outcomes, staffing, and school operations.
22. Maintain open, proactive communication with the Administration regarding student progress, staff needs, and alignment with school goals.
23. Perform other duties as assigned

#### **MINIMUM REQUIREMENTS:**

- Master's degree or higher, in Educational Leadership
- Valid Washington State P–12 School Principal Certification
- 5 years of successful classroom teaching experience at the secondary (7-12) level, *preferred*
- 3 years of work experience working within the Lummi Community with high-risk youth and families in supplying community support services/referrals; *preferred*
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Deep understanding of child and adolescent development, and the academic, social, and emotional needs of students in grades K–12.
- Self-motivated leader with a passion for lifelong learning and a commitment to continuous school improvement across grade levels.
- Proven ability to lead and manage projects aligned with school goals while balancing multiple priorities in a dynamic educational setting.
- Skilled in delegating responsibilities, setting clear expectations, and ensuring accountability to maintain high standards for teaching and learning.
- Effective problem-solving and decision-making skills grounded in collaboration, shared leadership, and restorative practices.
- Demonstrated supervisory and management experience, with a track record of supporting staff development and instructional growth.

- Strong communication and organizational skills for building and sustaining productive relationships with students, staff, families, and community partners.
- Instructional leadership grounded in culturally responsive, student-centered practices aligned with current research and college/career readiness initiatives.
- Technologically proficient, with a strong understanding of digital tools and instructional technologies that support teaching and learning.
- Committed to equity and inclusion, with the ability to engage and support students from diverse cultural and educational backgrounds.
- Strong organizational and analytical skills, with the ability to set priorities, manage accountability systems, and make data-informed decisions.
- Experienced in behavior management, restorative practices, and conflict resolution, with sensitivity to developmental needs at all grade levels.
- Skilled in evaluating programs, setting instructional goals, and conducting staff performance evaluations.
- Knowledgeable of IDEA, Section 504, and best practices for supporting students with special needs.
- Proactive, culturally responsive communicator able to address concerns and inquiries from parents, staff, and students effectively.
- Analytical thinker with the ability to assess student data, identify trends, and implement targeted interventions to support academic and behavioral success.

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Must provide verification of employment from other districts/schools.
- Must provide grade transcripts.
- Must adhere to LNS's absence protocol and maintain positive attendance, demonstrating reliability and commitment to scheduled work hours.

#### **TERMS OF EMPLOYMENT:**

- All elements of this job description apply
- Academic School Year (12-month Contract)
- Salary depends on qualifications

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.