

Job Title: Principal

Job Type: FT

FLSA Classification: Exempt

Reports To: Executive Director

POSITION OVERVIEW

The Principal is the instructional leader of the school, responsible for establishing an instructional vision and a focused plan for improving student achievement; monitoring and supervising instruction; supporting teachers in improving their instructional practice; creating a community of continuous learning for all staff and students; and fostering a culture of high expectations for all students.

ESSENTIAL JOB FUNCTIONS

Please note this job description is not designed to cover a complete listing of activities, duties or responsibilities that are required of the employee for this job.

Duties and Responsibilities

- Oversees the daily management of the school and office.
- Oversees educators in the school, providing periodic observations and evaluations.
- Offers additional training and guidance as necessary based on evaluations of professional staff.
- Participates in the hiring of all teachers and staff for the school and handles first level of employee discipline.
- Ensures a productive learning environment through continual collaboration with teachers, students, and parents.
- Facilitates opportunities to connect with students by being present and available during arrival and dismissal, by appearing at school functions, and by meeting with students.
- Enforces disciplinary policies and procedures with students.
- Participates in parent meetings and conferences and acts as intermediary between parents, teachers, and students to deal with a variety of needs or issues.
- Maintains competency and student academic achievement as prescribed by the school board.
- Presides over staff meetings.
- Ensures completion of routine and required paperwork including attendance reports, test results, threat assessments, sexual threat assesment, reporting child abuse, reporting holds, and licensing information for students, educators, staff, and school management.
- Coordinates staff development for faculty and staff; provides instruction if needed.
- Represents the school in community activities and meetings.
- Interacts with various stakeholders to foster a positive relationship between the school and community.
- Acts as liaison between the Charter school representative and the Evergreen; communicates needs and information to both sides.
- Chooses and develops curriculum and textbooks that align with local, state, national standards, and obtains approval from the School Board.
- Performs other related duties as assigned.

Qualifications

You have...

- Masters in Education
- School Administrator License
- Five years of experience as a school administrator

Skill Profile

The individual in this position is expected to possess and utilize skills in:

- Excellent written and verbal communication skills.
- Excellent supervisory and leadership skills.
- Excellent interpersonal skills with the proven ability to professionally and effectively communicate with educators, parents, and community leaders.
- Experience working with a diverse student body.
- Knowledge of state and federal laws applying to public and charter schools
- Excellent organizational skills and attention to detail.
- Thorough understanding of instructional methodology.
- Knowledge of best practices in education and educational administration.
- Ability to identify and solve problems.
- Creative thinking skills.

Working Conditions and Physical Requirements

- Work is performed indoors in an office or school environment with frequent interruptions.
- Primary functions require dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting, standing and walking for extended periods of time; kneeling, bending at the waist; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 15 pounds; emotional stability to work effectively under pressure and to keep all aspects of the job under control; hearing and speaking to exchange information in person or on the telephone; and seeing to read, prepare and assure the accuracy of documents.

Starting Salary: \$85,000

ACKNOWLEDGEMENT OF EXPECTATIONS

I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.

I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require

accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to Human Resources regarding the requested accommodation(s).