

Position Title: Principal

Department: Academics & Programs

Reports to: Board of Commissioners, CEO, Vice President of Education and Academic Management, Chief Academic Officer, Deputy Chief Academic Officer for Curriculum and Instruction and the **Chief Innovation & Implementation Officer** on a limited bases

Reporting to this position: Vice Principal, SLC Leaders, Teachers and Para- Professionals

Nature and Scope of Position

- Supervises all school personnel, directly and/or indirectly
- Purpose: To serve as the administrator of a school in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member with the Chief/Deputy Academic Officers.
- General Planning: conceptualizes the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
- General Coordination: ensures that the school program is compatible with the legal, financial and organizational structure of the school system. The principal defines the responsibilities and accountability of staff members and develops plans for interpreting the school program to the community with the Chief/Deputy Academic Officers.
- Enhancement of Personnel Skills: provides activities which facilitate the professional growth of the school staff and enhance the quality of the instructional program.
- School Objectives: identifies the annual objectives for the instructional, extracurricular, and athletic programs of the school with the Chief/Deputy Academic Officers.
- Curriculum Objectives: ensures that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The principal provides opportunities for staff participation in the school program with the Deputy Chief Academic Officer for Curriculum and Instruction.
- Establishes Formal Work Relationships: evaluates student progress in the instructional program by means that include the maintaining of up-to-date student data. The principal supervises and appraises the performance of the school staff.
- Facilitates Organizational Efficiency: maintains inter-school system communication and seeks assistance from central office staff to improve performance. The principal maintains good relationships with students, staff, and parents. The principal complies with established lines of authority.
- New Staff and Students: orients and assists new staff and new students and provides opportunities for their input in the school program.

- **Community:** encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the school program for the community, and maintains communication with community members in conjunction with the Department of Community Development and External Affairs.
- **Supplies and Equipment:** manages, directs, and maintains records on the materials, supplies and equipment which are necessary to carry out the daily school routine. The principal involves the staff in determining priorities for instructional purposes.
- **Services:** organizes, oversee, and provides support to the various services, supplies, material, and equipment provided to carry out the school program. The principal makes use of community resources.

Qualifications:

- Bachelor's degree from an accredited college or university in education administration, business administration or organizational development (Masters preferred);
- Community and student programming experience;
- Experience managing staff and managing a variety of programs and initiatives;
- Experience in project management, including the ability to deploy resources and manage multiple projects;
- Principal Certification
- An Innovative Leadership and Management Style