



## Job Posting & Description – Principal

**STATUS:** Full-time

**YEARLY TERM:** 12 months

**REPORTING RELATIONSHIPS**

**Supervisor:** Head of School

**Supervisor/Manager Of:** Faculty, including Before Care and After Care staff

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**DUTIES, RESPONSIBILITIES, AND EXPECTATIONS**

**School Leadership & Development**

The Principal works with students, families, teachers, administration and staff to ensure the vision and mission of the school are carried out.

The Principal collaborates with Head of School to set goals, vision, and culture for the School.

**School Community, Climate, and Communication**

- Build relationship and trust with faculty and staff, students and families, through active presence, interaction in classrooms, and leading of activities - ensuring a positive, collaborative and growth oriented climate.
- Articulate clear expectations for faculty, students, parents, and staff through formal and informal communications.
- Provide counsel and mediation when talking with administration, teachers, parents, students, education professionals or a combination of these stakeholder groups. Actively listen, synthesize information and maintain a safe environment throughout.

- Oversee school driven community events including Meet and Greets, Back-to-School Nights, Parent Information Nights and Move-Up Days
- Oversee Staff-Faculty Website communications and weekly *staff* e-newsletter communication that keeps faculty apprised of all school programs, events, expectations, etc.

### **Professional Development**

- Work in conjunction with the Head of School to create a calendar of professional development that encompasses our Vision, Mission, School Improvement Plan and Strategic Plan. Such Professional Development can be conducted school wide, in small groups or individually.
- Implement trainings in partnership with other Professional Development leaders within and outside the Central community.
- Lead ongoing review of Central's current Standards of Professional Practice. Manage, support, and adjust Central's mentorship program, evaluation system, and professional development model as needed.

### **Evaluation**

- Conduct classroom and summative evaluations according to determined evaluation schedule and based on Central's Standards of Professional Practice.
- Meet annually with teachers to build, review, and assess personalized professional growth plans.
- Create, review, revise, and implement parent perception surveys.
- Make recommendations to the Head of School regarding the hiring, retention, and instructional assignments of faculty

### **Human Resources**

- Review candidate resumes and applications for candidates that progress to second round.
- Conduct second round interviews in conjunction with Head of School and determined hiring team members
- Organize and facilitate second round interviews and teaching demonstrations for applicable candidates.
- Meet with Head of School and applicable staff to make final recommendations for hiring.

### **Student Discipline**

- Support teachers in implementing classroom discipline that aligns to Central's philosophy of discipline
- Administer discipline that exceeds the classroom level, including communication with all constituencies involved
- Collaborate with the School Counselor to determine further social and emotional support needed

### **Additional Administrative Responsibilities**

- Ensure compliance with legal requirements of government regulations and agencies and maintain the educational standards established by AdvancEd and CESA as well as teacher certification
- Serve as a member of the Central Administrative Team, Admissions Committee.
- Serve as the Leader of the Academic Council
- Create Class Lists in conjunction with Class Placement Team and handle all class list communications
- Create School Calendar in conjunction with Administrative Team and Academic Council input
- Create Yearly School Wide Schedule for special area classes
- Assign faculty and staff their auxiliary roles including carpool and other duties.
- Provide for the academic guidance of students & parents as needed

### **Educational Leadership**

Provide innovation leadership in the School's educational approach in collaboration with the Director of Curriculum and Instruction.

### **Assessment**

- Manage the classroom grading and feedback systems used in measuring and communicating student achievement, including report cards, conferences, and progress reports
- Manage standardized testing including logistics, preparation, communication and processing of test results to ensure that standardized assessments are being utilized to inform curriculum and instruction choices at the school, classroom and student level. This includes the ERB-CTP4 (3-6), ERB - Children's Progress (3K-2), NNAT3 (SK-1-2), and the ERB-WrAP.

### **Learning Center (TLC) - Wings and Horizons**

- Oversee the TLC student qualification processes
- Oversee ongoing TLC caseload management
- Oversee TLC-based communications between all constituencies
- Oversee collaborative scheduling

### **Co-Curricular Programming**

- Supervise the Athletics, Before Care, After Care, and Full Day Care programs including enrichment
- Assist in the planning and the presentation of school assemblies and programs