

Job title	<i>Principal</i>
Reports to	<i>Head of School</i>

Job purpose

The job of the Principal is to serve as the chief administrator of the school in developing and implementing policies, programs, curriculum activities and budgets in a manner that promotes the educational development of each scholar and the professional development of each staff member.

Duties and Responsibilities

- Conceptualizes the broad goals of the school and plans accordingly to ensure that procedures and schedules are implemented to carry out the total program.
- Ensures that the school program is compatible with the legal, financial, and organizational structure of the school charter. The principal defines the responsibility and accountability of staff members and develops plans for interpreting the charter program to the community. Provides activities that facilitate the professional growth of the staff and enhance the quality of the instructional program. Identifies the annual objectives for the instructional, extra-curricular, and athletic programs of the school.
- Ensures those instructional objectives for a given subject and/or classrooms are developed, and involve the staff and others in the development of specific curricular objectives to meet the needs of the charter program. The principal provides opportunities for staff participation in the charter program.
- 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.
- Maintains inter-school system communications 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. Orients and assists new staff members and new students and provides opportunities for their input into the charter program.
- Encourages the use of community resources, cooperates with the community in the use of school facilities, interprets the charter program for the community, and maintains communication with community members.
- 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 supplies. Organizes, oversees, and provides support to the various services, supplies, materials and equipment provided to carry out the program. The principal makes use of community resources.

Instructional Leadership

- Conducts high quality classroom observations, identifies effective teaching practices, and understands pedagogy that results in improved student learning
- Assists with the develop staff members' professional knowledge, skills and practice through differentiated opportunities for learning and growth
- Assists teachers in selecting yearly professional goals for the improvement of instruction.

- Assists in the development and administration of school programs consistent with school district goals and objectives.
- Encourages staff to continue to grow professionally and to experiment with new approaches or strategies to teaching.
- Assists in coordinating the work of school staff and school district program leaders to develop and implement instructional programs and teaching practices. Focus on Achievement
- Uses assessment data appropriately to monitor student progress and improve instruction.
- Ensures district curriculum, instructional models and assessments are implemented with fidelity.
- Embodies high expectations for student learning and behavior.
- Conducts ongoing assessment of student learning, and works with teaching staff to modify instructional methods to fit students' needs, including students with special needs.
- Involves staff in the evaluation of programs and the planning of new programs.

Competencies

- To perform the job successfully, an individual should demonstrate the following competencies:
- Problem Solving - Identifies and resolves problems in a timely manner; Uses reason even when dealing with emotional topics.
- Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.
- Team-Work - Gives and welcomes feedback; Recognizes accomplishments of other team members.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Fosters quality focus in others.
- Ethics - Works with integrity and ethically.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment.
- Motivation - Demonstrates persistence and overcomes obstacles.
- Professionalism - Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.
- Safety and Security - Observes safety and security procedures.

Vision, Mission, Values

- Assists in the development of an educational vision for the school to promote the academic success and well being of each student, and hold staff accountable for the vision.
- Articulates, advocates, and cultivates core values that enhance high expectations, equity, inclusiveness and social justice.

Climate of Care and Support

- Ensures that each student and staff member is treated fairly, respectfully, with an understanding of culture and context in interactions, decision making and practice.
- Creates and sustains positive relationships with staff, families and the community for the benefit of students.
- Promotes a school environment that is safe and conducive to individualized instruction, cooperative curriculum development, and student learning.

- Encourages parental involvement in students' education and ensures effective communication with students and parents.
- Ensures that student conduct and attendance conforms with the school's standards and school district policies.

Ethics and Professionalism

- Acts ethically and professionally in personal conduct, relationships with others, decision-making, stewardship of the schools' resources and all aspects of leadership, places children at the center of education and accepts responsibility for each student's academic success and well-being.
- Provides moral direction for the school and promotes ethical and professional behavior among faculty and staff.
- Assists in ensuring that Board policies and procedures are implemented and followed at the school.
- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings, or by conducting research.
- Ensures proper maintenance of employee personnel files, the administration of collective bargaining agreements, corrective action, and other human resource issues.
- Adheres to all negotiated contract provisions.
- Reports to work as scheduled on a regular and reliable basis.

Supervisory Responsibilities

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring an efficient and effective work environment.

Qualifications & Skills

- Master's degree from an accredited college or university. Five years of increasingly responsible educational administration experience.
- Indiana School Administrator's License
- Exceptional ability to collaborate with diverse stakeholders to achieve ambitious goals
- Exceptional leadership, organizational, and strategic planning skills
- Ability to build relationships, manage people, and solve issues in a complex and fast paced environment.
- Evidence of excellence through continuous learning and data analysis
- Superior oral, written communication, and interpersonal skills
- A high degree of personal integrity, professionalism, and persistence

Physical requirements

Must have ability to sit and/or stand for extended periods of time and capable of bending and lifting light to minimally heavy objects.

Approved by:	
Date approved:	
Reviewed:	