

Head of School

Responsibilities:

- Pursue the vision and execute the mission of the school;
- As Head of School provide leadership and direction to staff (including Assistant Principal, Director of Finance and Operations, Administrative Assistant, and other administrative staff, consultants and all teachers);
- Supervise and observe all instructional practices in the school, including coaching and mentoring directly or through other staff and/or professional development programs;
- Provide leadership in the ongoing development, improvement and evaluation for curriculum, instruction and student data management;
- Responsible for coaching teachers on instructional delivery and methods;
- Provide leadership in the ongoing staff development programming;
- Serve as liaison to parents and facilitate parent education and involvement, including reinforcing the need for parents to support the school's policies and practices for student discipline, dress code, homework and events;
- Hire, evaluate, and terminate staff; except that such action with respect to the Director of Finance and Operations and Assistant Principal positions shall be subject to review and/or approval by the Board of Trustees;
- Administer scheduling, enrollment and curriculum;
- Serve as liaison to the Board of Director, including providing formal and informal reports to the Board and charter entity;
- Prepare materials in conjunction with Director of Finance and Operations for Board meetings, including student academic achievement data that is based on comparative and longitudinal measures;
- Organize school events including open houses and parent conferences;
- Assist in the writing of grant requests and solicitation of financial support for the school including corporate and private donations;
- Facilitate parent education and involvement, including reinforcing the need for parents to support the school's policies and practices for student discipline, dress code, homework and events;
- Implement and follow policies and procedures;
- Provide a safe environment for learning;
- Ensure proper budgeting, accounting, auditing, and financial planning.

Qualifications:

- BA/BS degree required, graduate degree preferred;
- Administrative certification welcomed but not mandatory;

Attachment 27: Job Descriptions, Principal

- Demonstrated successful leadership in a senior administrative position in a public or private school, preferably but not necessarily as a Head of School and preferably working with a board;
- Demonstrated successful teaching experience and other school roles;

Qualifications (continued):

- Exhibited leadership in working with professional staff, students, parents and the community toward achieving goals;
- Agreement with and commitment to the academic goals, mission and philosophy of the charter school;
- Demonstrated willingness to implement merit pay approach for teachers;
- Commitment to accountability, including a rigorous student testing regime;
- Experience or familiarity with data management and presentation and commitment to achieving for students academic goals;
- Demonstrated success in encouraging parental involvement.