

Head of School

Qualifications: Experience in teaching, supervision of school administration and/or Business Management, totaling at least five years.

REPORTS TO: Board of Directors

SUPERVISES: Directly or indirectly, all employees of the school.

JOB GOAL: To inspire, lead, guide, and direct every member of the administrative, instructional, and supportive services team in setting and achieving the highest standards of excellence, so that each individual student enrolled in our school may be provided with a complete, valuable, meaningful, and personally rewarding education.

Further, to oversee and administer the use of all school facilities, property, and funds with a maximum of efficiency, a minimum of waste, and an ever-present overriding awareness of and concern for their impact upon each individual student's education

PERFORMANCE RESPONSIBILITIES:

1. Interprets and clarifies the needs of the school to the Board, staff, students, and public.
2. Ensures that people and resources are allocated appropriately to achieve the goals of Providence Creek Academy.
3. Establish and leads an effective school leadership team in a manner that engages and empowers others to take action and responsibility to achieve results.
4. Coordinates the total education program and provides leadership in its development and improvement by:
 - a. Keeping current with trends and developments in curriculum and instruction
 - b. Initiating new programs, modifying existing ones, and discontinuing others
 - c. Monitoring and assessing effectiveness of instructional programs
5. Submits annually in October, to the Board, a report covering the "state of the school."

The purpose of this report is to review past activity of the school and to suggest awareness of and/or preparedness for future trends and needs.

This report shall include but not be restricted to the topics of curriculum, status of buildings and grounds, personnel, and the budget.

6. Coordinates and evaluates in writing the work of the Administrative Team Members, provides counsel and motivation, and fosters an esprit de corps.

20. Performs such other duties as may from time to time be assigned by the Board.
21. Attends and participates in all meetings of the Board and its committees, except when own employment or salary is under consideration.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy of Evaluation of the Head of School. Performance reviews may occur more often at the discretion of the Board.

Approved by the Board of Directors on March 10, 2004

Head of School Aspirational Goals

School Year 2014-2015

Updated 9.16.14

Organizational Area	Targeted Objective	Expected Accomplishment	Target Date	Statistical Targets			
				Approaching	Meets Target	Exceeds Target	
Administration	Manage Operating Budget	Maintain 90% of budgeted surplus unless approved by Finance Committee	6/30/2015				
	Staffing in Development	Maintain full teaching staff for the year	Ongoing				
School Climate	Hire and Retain Top Talent	Retain quality staff for 2016-2017 school year: Less than 50% of non-returning staff cite "Job Satisfaction" as a reason for leaving	6/30/2015	75% - 85%	85%-95%	> 95%	
	Maximize Instructional Time	Reduce # of out-of-school suspension days from prior year	6/30/2015	0%-5%	5% - 10%	10%-15%	
	Maintain positive atmosphere for parents;	Foster parent-teacher conference participation	Trimesterly	80% - 85%	85% - 90%	> 90%	
	Student Enrollment	Achieve authorized enrollment Maintain high retention of non-graduating students Less than 20% of non-returning students cite "school satisfaction as a reason	Meets AYP	9/30/2015	95% - 96%	97%-100%	101%-105%
			Students meeting Interim Assessment fall to spring growth targets in Math. Students meeting Interim Assessment fall to spring growth targets in Reading Total Academic Performance Framework Score	7/30/2015	75%-80%	80%-90%	> 90%
			Beat the state's average growth	6/30/2015	20% - 25%	15%- 20%	10%-15%
			1 + year of academic growth in Math and Reading from Fall to Spring 20 16			AYP	
	Academic Performance Framework Financial Performance Framework Organizational Framework	Maintain financial health and viability Maintain compliance with state compliance-related expectations	Students meeting Interim Assessment fall to spring growth targets in Math. Students meeting Interim Assessment fall to spring growth targets in Reading Total Academic Performance Framework Score	Summer 2015	70%	75%	80%
			Beat the state's average growth	Summer 2015	70%	75%	80%
			1 + year of academic growth in Math and Reading from Fall to Spring 20 16	Summer 2015	60	65	74
Personal Growth Goals	Effective Leadership	Maintain Strong Positive School-Wide Culture (assessed by Relay GSE Survey) Implement a Data Driven Instructional Culture (assessed using DDI Rubric)	Summer 2015	8v < 1%	By 1% - 5%	By 5%-10%	
			Summer 2015	1.00- 1.25yog	1.25-1.49	1.50 - 1.74 yog	
				Meets			
				Meets			
				70%	75%	80%	
				75	80	85	
						85%	
						90	

•Percent Strongly Agree/Agree