

Job Description

TITLE:	Head of School
FLSA STATUS:	Exempt
EMPLOYMENT STATUS:	At-Will
SALARY:	Established and approved by the Board of Directors

Summary: The Head of School serves as a centralizing leadership figure within the school and the greater school community. The Head of School works closely with, and reports directly to, the Board of Directors (“Board”). The Head of School tends to the issues that concern the school as a whole and facilitates communication/builds consensus among the teachers, staff, families and Board. The Head of School has a larger vision for the future direction of the school while continuing to support and encourage the preservation of the mission and core values of the school. The Head of School is responsible for the administrative success of all school programs and ensures that the school is in compliance with all applicable governmental laws and regulations.

Responsibilities:

ORGANIZATION

- Oversees and coordinates the implementation of the GLS school mission.
- Oversees and coordinates the implementation of the GLS educational program.
- Establishes procedures for compliance with federal and state laws and regulations and with Board policies.
- Coordinates scheduling of, and attends, all required school functions and activities.

FINANCE & DEVELOPMENT

- Serves as Business Manager for GLS.
- Executes the financial policy set by the Board, including communicating Board policy and decisions to parents and prospective parents.
- Assists the financial secretary and Board Treasurer with financial issues and long term planning.
- Applies for and maintains grants.
- Assists in coordination and execution of fund-raising plans.
- Serves as a resource for the Grant-writing Chair of BOD Subcommittee.

PERSONNEL

- Teaching Staff:
 - Assists Principal in recruitment of teaching staff.
 - Advises Board on hiring and dismissal of teaching staff when appropriate.
- Non-Teaching Staff:
 - Selects and employs non-teaching personnel in conjunction with the Board.
 - Performs annual evaluations of non-teaching staff.
 - Advises Board on dismissal of non-teaching staff when appropriate.
 - Evaluates appropriate staff in accordance with the Department of Education DPAS II standards.
- Administers equitable systems of compensation, working conditions and professional development of all staff in cooperation with the Principal.
- Oversees and coordinates communication and training of staff on Board policies as appropriate.
- Where necessary, counsels and advises school employees.

Appendix C

ENROLLMENT

- Represents and explains the GLS school mission and educational program to prospective families.
- Oversees and coordinates recruitment of students.
- Informs parents and prospective parents of enrollment policies.
- Performs all admissions tasks necessary to achieve GLS objectives.
- Oversees and coordinates enrollment of graduating eighth graders into respective high schools.

EDUCATION

- Works with Principal and lead teachers to coordinate curricula.
- Helps guide teachers in achieving their educational goals.
- Serves as liaison between teachers and parents to resolve classroom issues.
- Oversees the Behavioral Interventionist in implementation and maintenance of school discipline policy; ensures that policies are implemented in a consistent and respectful manner.
- Oversees the Educational Diagnostician.

PUBLIC RELATIONS

- Coordinates all internal and external school communications, including but not limited to the policies of the Board.
- Serves as spokesperson for GLS and represents GLS in the community at large.
- Maintains constructive liaisons with other educational institutions and associations.
- Facilitates communication among all of the school's constituents and encourages their participation in GLS activities and events.

SCHOOL FACILITIES, EQUIPMENT, DAILY OPERATIONS

- Oversees daily operations of school, ensuring a safe and friendly environment.
- Attends to tasks and responsibilities associated with successful operation of school (e.g. communication, security, maintenance) in an as-needed and sometimes hands-on capacity.
- Supervises maintenance of all school equipment.
- Supervises the maintenance of GLS as an aesthetically attractive and safe environment, in cooperation with the BOD Facilities and Operations subcommittee.
- Maintains all lease and contractual arrangements.
- Advises BOD Facilities and Operations subcommittee and Board on facilities and equipment improvement.

OPERATIONS SUPPORT

- Remains informed of trends, research and legislation that may affect GLS management, operation and policy.
- Advises Board when policy changes or action may be necessary.
- Maintains a comprehensive set of records on students, staff and prospective students.

RESPONSIBILITY TO BOARD OF DIRECTORS

- Serves as non-voting member of the Board and is expected to attend all Board meetings and functions.
- Keeps the Board President informed of all aspects of school operations.
- Brings to the Board's attention issues that may require Board action or Board education.
- Is highly responsive to Board inquiries, requests and questions.
- Communicates all Board policies and changes to the teaching staff and non-teaching staff and to GLS community members.
- Serves as a resource for the Board in developing new policies and initiatives.
- Serves as a resource for the Treasurer and the Board on financial matters.
- Represents the Board and Board decisions and policies to parents when appropriate.



Job Description

August 2014

TITLE:	Principal-Instructional Leader
FLSA STATUS:	Exempt
EMPLOYMENT STATUS:	At-Will
SALARY:	Established and approved by the Board of Directors

Summary: The Principal-Instructional Leader oversees the instructional operations that directly impact student learning. This includes monitoring of classroom instruction, management of all internal and external assessment data, and curriculum development for all subject areas. The Principal will be responsible for oversight and evaluation of the instructional staff. The Principal-Instructional Leader reports to the Head of School.

Responsibilities:

INSTRUCTION & CURRICULUM

- Serves as the instructional leader with oversight of curriculum, instruction, and student assessment (internal and external).
- Leads the Instructional Leadership Team.
- Ensures curriculum alignment with Common Core standards for the state of Delaware.
- Leads textbook selection and adoption in cooperation with the Head of School and Board Curriculum & Staffing Committee.
- Seeks and shares curriculum practices and training from other schools, and the Delaware Department of Education.
- Leads the hiring process for instructional staff in collaboration with the Head of School.
- Serves as a member of the Administrative Leadership Team.

ASSESSMENT

- Coordinates and oversees state test administration and reporting.
- Oversees implementation of effective internal assessment systems to monitor academic progress of students throughout the year.

STAFF RECRUITING, DEVELOPMENT & EVALUATION

- Recruits teaching staff with the assistance of the Head of School
- Plans and implements staff orientation and year-round professional development for teaching staff and administration in coordination with the Head of School.
- Evaluates teaching staff in accordance with Dept. of Education DPAS II standards.
- Oversees teacher mentoring program in accordance with Dept. of Education standards.
- Facilitates Professional Learning Communities (PLCs) and encourages positive faculty dynamics.

Job Description

ADMINISTRATION

- Oversees the management of student academic records.
- Acts in the absence of the Head of School when so designated.
- Attends board meetings and prepares reports for the board as the Head of School may request.

COMMUNICATION & RELATIONSHIPS

- Communicates regularly with the Head of School concerning student achievement, curriculum development, professional development, staff evaluations, student assessment, and the budgetary needs for each.
- Articulates and models the school's values to students, families, staff, and the community.
- Collaborates with staff concerning initiatives, and the instruction of students with Individual Education and 504 plans.

RESPONSIBILITIES TO HEAD OF SCHOOL

- Performs other tasks and assumes as such responsibilities as assigned by the Head of School

CHARACTERISTICS & QUALIFICATIONS:

- *A commitment to Gateway Lab School and its values; an understanding of GLS's mission and unwavering commitment to fulfill it.*
- *A high level of personal integrity and professionalism.*
- *Certified in educational administration, supervision or similar program. At least three (3) years in teaching, teacher coaching and or curriculum/assessment writing.*
- *A capacity to motivate and lead instructional staff in order to yield the highest academic performance possible from all students.*
- *Is familiar with effective student supports, special education programming and Common Core standards.*
- *Openness to give constructive feedback and receive feedback on issues that will facilitate growth and achievement of both students and faculty.*