

School District/Entity:	Confidential
School:	Various
Job Title:	STEM High School Principal
Reports to:	Executive Director of Curriculum and Instruction
Status:	At-will, Exempt

Summary

The STEM High School Principal serves as lead instructor and culture czar and is responsible for facilitating the development and implementation of curriculum, programs, positive school culture and climate, policies, and budgets in order to promote the educational and social development of all students. The Principal also ensures the professional development of all staff members through observation and feedback.

Role Responsibilities

- **Instructional Leadership**

- Sets Academic Vision and Goals
 - Ensures implementation of state and network curricula and assessments aligned with state standards, including college and career readiness standards
- Data Driven
 - Monitors and ensures high-quality instructional practices among teachers and staff that improve student performance
 - Ensures teachers analyze and use assessment data to plan, implement, and modify curriculum and instruction to produce optimal learning
 - Ensures that effective instruction maximizes growth of individual students and student groups, supports equity, and eliminates the achievement gap

- **Culture and Community**

- Student-Centered Environment
 - Creates a student-centered environment focused on trust, respect, collaboration, and high expectations that will allow every student to achieve
 - Develops, implements, and sustains a shared vision of high expectations for all students and staff
- Visible Presence
 - Maintains a visible presence in classrooms and at extra-curricular events, co-curricular events, and network events as is appropriate to job responsibilities

- **Operations, Systems, and Planning**

- Strategic Planning
 - Collaborates with the Academics house to outline and track clear goals, targets, and strategies aligned to a school vision that continuously improves teacher effectiveness and student outcomes
- Maximized Learning Time
 - Implements daily schedules and a yearlong plan for regular data-driven instruction cycles, gives student access to diverse and rigorous instructional programs, and builds in time for professional development

- Resource Alignment
 - Aligns resources with the needs of the school and effectively monitors the impact of these resources and school goals
- Policy Implementation and Advocacy
 - Collaborates with network staff to implement policies and advocates for the needs of all network students and staff.
- **Growth and Development**
 - Talent Recruitment, Retention, Development, and Evaluation
 - Coaches and develops teachers and staff by giving individual feedback and aligned professional development opportunities.
 - Implements collaborative structures and provides leadership opportunities for effective teachers and staff.
 - Provides clear expectations of performance and conducts rigorous evaluations of all staff using multiple data sources
- **Leadership**
 - Growth Mindset and Continuous Improvement
 - Is solutions-oriented, treats challenges as opportunities, and supports the school and community through continuous improvement.
 - Cultural and Political Competence
 - Consistently articulates organization’s vision and strategy clearly to others
 - Decision-Making
 - Makes timely and effective decisions that drive the best outcomes for students.
 - Demonstrates excellent judgement communicating decisions and involving network staff as appropriate, based on decision-type (i.e. leaf, branch, trunk, root)
 - Change Leadership
 - Anticipates and manages internal and external political dynamics around change efforts
 - Motivation and Courage
 - Maintains focus and takes risks in pursuit of breakthrough results for students.
 - Strives to lead team in achieving results beyond what is expected.

Qualifications

- **Education and Certification**
 - Master's degree or higher, preferably focused on educational leadership
 - Currently possess Michigan Administrator Certificate
- **Experience**
 - 3 years principal experience preferred
 - 5 or more years teaching experience preferred
 - Experience in an urban school

- **Skills**
 - Knowledge of rigorous curriculum and research supported instructional strategies
 - Able to digest large amounts of information and communicate key messages appropriately
 - Project management, especially the ability to make effective strategic plans and bring ideas to fruition
 - Adroit managers of adults' (teachers, administrators, parents) and students' expectations and emotions
 - Coaching others to improve their teaching and leadership practice
- **Demonstrates Core Values**
 - We work well by ourselves and teams
 - We care about people
 - Our actions have a purpose
 - We think big and do
 - Learning is exciting

Salary

Compensation for this position depends on prior experience and is competitive.

Benefits

- Medical coverage
- 401(k) - up to 6% matching
- Eight sick and four personal days
- Year-round staff earn vacation days
- Performance & Core Value bonuses
- Career development
- Master's program tuition reimbursement through GVSU