

# Elevate Charter Schools

## Job Description

**Job Title: Principal**

**Department: School Administration**

**Reports to: Regional Superintendent**

**Location: Danbury, CT**

**Position Type: Exempt - 12 months**

**Effective Date: 5/01/2023**

### **Job Summary:**

The Middle School Principal will coordinate administrative oversight and plan all phases of instructional leadership for the school including educational programming, administration, planning and discipline.

### **Essential Duties/Responsibilities:**

- Pursue the vision and execute the mission of the school;
- As head of school provide leadership and direction to school based staff, including Dean of Student Culture, Academic Dean, 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;
- Coordinate all Special Education Programs
- Supports the implementation of SRBI and monitors its continued implementation
- Enforces guidelines to maintain proper discipline and conduct
- Assists in the selection and mentoring of staff
- Supervises support services
- Assists in supervision of special events
- Administer scheduling, enrollment, and curriculum
- Prepare materials in conjunction with Executive Director, Director of Finance and Operations for Board meetings, including student academic achievement data based on comparative and longitudinal measures
- Implement and follow policies and procedures
- Provide a safe environment for learning
- Performs other duties as assigned by the Regional Superintendent/Executive Director

### **Required Skills/Abilities:**

- Excellent written and verbal communication skills.
- Excellent supervisory and leadership skills.
- Excellent interpersonal skills with the proven ability to professionally and effectively communicate with educators, parents, and community leaders.
- Excellent organizational skills and attention to detail.
- Extremely effective administration of multifaceted operations.

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- Thorough understanding of applicable local, state, and federal educational laws, regulations, policies, and requirements.
- Thorough understanding of instructional methodology.
- Knowledge of best practices in education and educational administration.
- Ability to identify and solve problems.
- Creative thinking skills.
- Ability to create, understand, and implement budgets and budgeting practices.
- Proficient with Google Products and Microsoft Office Suite or related software.
- Bilingual/Multilingual preferred (Spanish and Portuguese)

### Education and Experience:

*Master's in Education and School Administrator Certification required (092).*

*At least five years of teaching experience required.*

*At least 2 years of administrative/supervisory experience required.*

*At least 2 years of IB (International Baccalaureate) experience preferred.*

### Physical Requirements:

*Prolonged periods of sitting at a desk and working on a computer.*

*Must be able to lift up to 25 pounds at times.*

*Must be able to access and navigate all areas of the school and other facilities as needed.*

Approvals:

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Supervisor

Date

I acknowledge that I have received and read this job description:

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Employee Name (Print)

Signature

Date