

JOB DESCRIPTION

TITLE: DISTRICT PRINCIPAL

REPORTS TO: EXECUTIVE DIRECTOR

STATUS: EXEMPT

PAY: SALARY AS DETERMINED BY THE BOARD OF DIRECTORS

QUALIFICATIONS

- Advanced degree in Educational Leadership
- Documented experience as an instructional leader
- Excellent oral and written communication skills
- Excellent judgment and ability to work with the public
- Excellent organizational skills
- Valid Fingerprint Clearance Card

Organization Summary

The District Principal position is located within the Administration department. The position is overseen by the Executive Director and the Governing Board.

Position Overview

The District Principal will act in the dual capacity as a site School Principal at one school site within the District, as well as oversee districtwide operations for consistency and fidelity.

The District Principal utilizes supervisory and administrative skills to promote the educational development of individual students and teachers across the District. Through that development, the position ensures district-wide student achievement and sustained accreditation.

The District Principal implements and evaluates a district-wide comprehensive curriculum, aligned to Arizona College and Career Readiness Standards, as well as a program of services that support student learning. The District Principal will supervise and provide for the general welfare of students during the school day, and during all school events. The District Principal will maintain effective programs to strengthen and monitor pupil discipline, attendance, and individual progress.

The District Principal is responsible for recruiting, interviewing, selecting and assigning certified and classified personnel as well as the evaluation of each at their campus. The District Principal encourages the professional growth of all employees through advanced training and professional learning opportunities.

It is the District Principal's responsibility to assure district-wide compliance with legal and regulatory requirements of the various governmental agencies and to maintain school records and file necessary reports.

The District Principal works with the Executive Director by reporting needs of the district, staff and students, as well as providing continued operational updates to the Board of Directors.

Essential Responsibilities

SCHOOL PRINCIPAL RESPONSIBILITIES

STANDARD 1

Promote the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.

(Shared Vision)

Functions:

- A. Collaboratively develop and implement a shared vision and mission
- B. Promote and continue sustainable improvement

STANDARD 2

Promote the success of every student by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

(Culture of Learning/Instruction)

Functions:

- A. Nurture and sustain a culture of collaboration, trust, learning and high expectations
- B. Create a comprehensive, rigorous and coherent curricular program
- C. Create a personalized and motivating learning environment for students
- D. Implement data-driven instructional practices and lead discussions about student performance.
- E. Supervise instruction and ensure consistencies in instruction and practice amongst team of teachers
- F. Develop assessment and accountability systems to monitor student progress
- G. Develop the instructional and leadership capacity of staff
- H. Maximize time spent on quality instruction
- I. Promote the use of the most effective and appropriate technologies to support teaching and learning
- J. Monitor and evaluate the impact of the instructional program

STANDARD 3

Promote the success of every student by ensuring management of the organization, operation and resources for a safe, efficient and effective learning environment.

(Management)

Functions:

- A. Monitors and evaluate the management and operational systems
- B. Manage student enrollment process to ensure that the school achieves its targeted enrollment projections.
- C. Promote and protect the welfare and safety of students and staff
- D. Develop the capacity for distributed leadership
- E. Ensure teacher and organizational time is focused to support quality instruction and student learning

STANDARD 4

Promote the success of every student by collaborating with faculty and community members, responding to diverse community interest and needs, and mobilizing community resources.
(Family and Community/Collaboration)

Functions:

- A. Build and sustain positive relationships with families and caregivers
- B. Build and sustain productive relationships with community partners

STANDARD 5

Promote the success of every student by acting with integrity, fairness and in an ethical manner.
(Professionalism)

Functions:

- A. Ensure a system of accountability for every student's academic and social success
- B. Model principles of self-awareness, reflective practice, transparency and ethical behavior
- C. Safeguard the values of democracy, equity and diversity
- D. Consider and evaluate the potential moral and legal consequences of decision-making
- E. Promote social justice and ensures that individual student needs inform all aspects of schooling

STANDARD 6

Promote the success of every student by understanding, responding to and influencing the political, social, economic, legal and cultural context. (Social Context/Outreach)

Functions:

- A. Advocate for children, families and caregivers

DISTRICT PRINCIPAL RESPONSIBILITIES

STANDARD 1

Promote the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by all stakeholders.
(Shared Vision)

Functions:

- A. Collaboratively develop and implement a shared vision and mission
- B. Collect and use data to identify goals, assess organizational effectiveness, and promote organizational learning
- C. Create and implement plans to achieve goals
- D. Promote and continue sustainable improvement
- E. Monitor, evaluate, revise plans

STANDARD 2

Promote the success of every student by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
(Culture of Learning/Instruction)

Functions:

- A. Nurture and sustain a culture of collaboration, trust, learning and high expectations

- B. Implement data-driven instructional practices and lead discussions about student performance.
- C. Ensure consistencies in instruction and practice across district.
- D. Develop the instructional and leadership capacity of staff
- E. Promote the use of the most effective and appropriate technologies to support teaching and learning
- F. Monitor and evaluate the impact of the instructional program

STANDARD 3

Promote the success of every student by ensuring management of the organization, operation and resources for a safe, efficient and effective learning environment.

(Management)

Functions:

- A. Monitors and evaluate the management and operational systems
- B. Meet monthly with School Principals to maintain awareness of district-wide operations and needs
- C. Obtain, allocate, align and efficiently utilize the human, fiscal and technological resources
- D. Promote and protect the welfare and safety of students and staff
- E. Develop the capacity for distributed leadership

STANDARD 4

Promote the success of every student by collaborating with faculty and community members, responding to diverse community interest and needs, and mobilizing community resources.

(Family and Community/Collaboration)

Functions:

- A. Collect and analyze data information pertinent to the educational environment
- B. Promote understanding, appreciation and use of the community's diverse cultural, social and intellectual resources

STANDARD 5

Promote the success of every student by acting with integrity, fairness and in an ethical manner.

(Professionalism)

Functions:

- A. Ensure a system of accountability for every student's academic and social success
- B. Model principles of self-awareness, reflective practice, transparency and ethical behavior
- C. Safeguard the values of democracy, equity and diversity
- D. Consider and evaluate the potential moral and legal consequences of decision-making
- E. Promote social justice and ensures that individual student needs inform all aspects of schooling

STANDARD 6

Promote the success of every student by understanding, responding to and influencing the political, social, economic, legal and cultural context.

(Social Context/Outreach)

Functions:

- A. Assess, analyze and anticipate emerging trends and initiatives to adapt leadership strategies

The District Principal position may include other duties as assigned by the District Principal, Executive Director or Board of Directors.

Key Characteristics

- Adheres to all school policies and procedures
- Focus on students and support persons as customers and commit to working relentlessly to assist them with interactions, resources, and information aligned to Edge's mission
- Coaches, mentors, and challenges others to excel despite obstacles and challenging situations
- Builds positive relationships in and out of the organization
- Increases the effectiveness of surrounding teams through collaboration, constant learning and supporting others; sensitive to diversity in all its forms; respects and is committed to learning from others
- Communicates clearly and compellingly with diverse stakeholders in both oral and written forms; anticipates and responds to stakeholder needs in a high-quality and courteous manner
- Demonstrates a positive work ethic and active participation in school improvement
- Exercises responsibility and good faith efforts in the proper use and protection of all school properties, equipment, and materials

Physical Demands

Nature of work requires an ability to operate standard business office equipment. Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. Physically demands require the ability to stand, bend, reach high and low, stoop, and walk around 60% of the day. Must be able to lift 15 to 20 pounds for short periods of time and push and pull 15 to 20 lbs.

Working Conditions

Majority of work performed in a general office environment. Position requires availability for extended hours plus nontraditional hours required to perform job duties. Also requires participation and attendance at organization-sponsored events and meetings.

NOTE: The foregoing list of essential duties and responsibilities is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Terms of Employment

Year round position as approved by the Board of Directors. Salary as determined by the Board of Directors.

Evaluation

Performance of this position will be evaluated in accordance with the provisions of the Edge School, Inc. policies.

I have read this job description, and I understand my duties and responsibilities.

Signature

Date

Adopted: