

# Principal

## **Responsibilities:**

- Pursue the vision and Execute the mission of the school;
- As Head of School provide leadership and direction to staff (including Director of Finance and Operations, Director of Curriculum and Instruction, Director of School Culture, and other administrative staff, consultants, administrative assistant, 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;
- Hire, evaluate, and terminate staff; except that such action with respect to the Director of Finance and Operations position shall be subject to review and/or approval by the Board of Trustees;
- Administer scheduling, enrollment and curriculum;
- Serve as liaison to the Board of Trustees, including providing formal and informal reports to the Board and charter entity;
- Prepare materials in conjunction with 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;
- Ensure proper budgeting, accounting, auditing, and financial planning.

## **Qualifications:**

- BA/BS degree or graduate degree;
- Administrative certification welcomed but not mandatory;
- Demonstrated successful leadership in a senior administrative position in a public or private school, preferably but not necessarily as a Head of School and preferably working with a board;
- Demonstrated successful teaching experience and other school roles, preferred in an urban education setting serving all-girls;
- Exhibited leadership in working with professional staff, students, and the community toward achieving goals;
- Agreement with and commitment to the academic goals and philosophy of the charter school, particularly the single-sex, all-female model;
- Demonstrated willingness to implement merit pay approach for teachers;
- Commitment to accountability, including a rigorous student testing regime;
- Experience or familiarity with data management and presentation and commitment to achieving for students academic goals;
- Demonstrated success in encouraging parental involvement.