**Principal**

**Responsibilities:**

* Pursue the vision and Execute the mission of the Academy;
* Provide instructional leadership and direction to staff;
* Supervise and observe all instructional programs and practices in the Academy, including coaching and mentoring directly or through other staff and/or professional development programs;
* Hire, evaluate, terminate staff as needed;
* Serve as liaison to the Board of Directors, including providing formal and informal reports to the Board and Management Company;
* Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior;
* Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the Academy consistent with the philosophy, mission, values and goals of the Academy including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures;
* Ensure compliance with all laws, board policies and civil regulations;
* Establish the annual master schedule for instructional programs;
* Evaluate lesson plans and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of 21st Century instructional strategies and materials;
* Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the Academy;
* Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students;
* File all required reports regarding violence, vandalism, attendance and

discipline matters;

* Establish a professional rapport with students and with staff that has their respect;
* Display the highest ethical and professional behavior and standards when working with students, parents and school personnel. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning,
* Notify immediately the Management Company, and appropriate personnel and agencies when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances.
* Keep the Management Company advised of employees not meeting their contractual agreement;
* Keep the staff informed and seek ideas for the improvement of the Academy;
* Conduct meetings, as necessary, for the proper functioning of the Academy;
* Establish and maintain an effective inventory system for all school supplies, materials and equipment;
* Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature;
* Assume responsibility for the health, safety, and welfare of students, employees and visitors;
* Develop clearly understood procedures and provide regular drills for emergencies and disasters;
* Maintain a master schedule to be posted for all teachers;
* Establish schedules and procedures for the supervision of students in non-

classroom areas (including before and after school);

* Maintain visibility with students, teachers, parents and the Board;
* Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the Academy.
* Use effective presentation skills when addressing students, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech;
* Use excellent written and oral English skills when communicating with students, parents and teachers;
* Complete in a timely fashion all records and reports as requested by the Board and/or Management Company;
* Maintain accurate records; and
* Perform other duties, as deemed appropriate, by the Management Company or the Board of Directors.

**Reports to:** Chief Operations Officer

**Qualifications:**

* Principal license preferred;
* Bachelor’s Degree in Education or other related discipline;
* Demonstrated successful teaching experience preferred in an urban education setting;
* Minimum of three years demonstrated successful leadership in an administrative position;
* Excellent oral and written communication skills;
* Computer literacy;
* Effective organizational skills with the ability to perform multiple tasks;
* Demonstrated ability to exhibit strong interpersonal skills with

students, parents and community; and

* Ability to meet established deadlines.