

Peak to Peak Charter School K-12 Executive Principal

All employees and volunteers at Peak to Peak work together to fulfill the Peak to Peak mission Statement. The thoughts reflected in this description provide structure to the responsibilities and accountabilities for this position; however, Peak to Peak expects to employ professionals who will work beyond job descriptions, creating both a fulfilling career environment and very successful outcomes for our students. Values we hold high are: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see them evidenced in our staff, parents, and students.

Role Definition:

The K-12 executive principal plays a significant role in setting the climate for the entire K-12 charter school and maintains accountability to the board of directors. The executive principal is responsible for upholding the mission and vision of the school, and ensuring that the strategic plan is implemented accordingly. The executive principal has responsibility for all shared educational resources for the K-12 school. This person will serve as a non-voting member of the board of directors.

Key Responsibilities:

1. Unifies the program levels at Peak to Peak by serving as the lead educational administrator

- Implements the mission and vision for the school
- Implements the strategic plan in conjunction with the director of operations and the board of directors
- Ensures board of directors initiatives are implemented and acted upon
- Leads the character development mandates
 - Supports teacher efforts to design and implement activities and programs to promote character development
- Leads the mandate to ensure a positive school culture with an appropriate distinction of implementation by program level
 - Interacts with school community members to build supportive relationships
 - Facilitates ongoing communication between faculty and administration
 - Fosters communication and collaboration among faculty, staff, parents and students to support school goals; encourages participation from all stakeholders in school programs and activities
- Fosters a climate of innovation
- With the staff, facilitates the resolution of any problems that might arise among teachers, students and parents
- Leads the accountability initiative including relations with North Central Association (NCA), and prepares and submits required reports to the BVSD board concerning achievement of school mission and objectives
- Participates in the Building Leadership Team (BLT) to guide K-12 program development and maintenance

- Participates in open enrollment meetings and attends school events as necessary
 - Represents Peak to Peak and communicates its mission and programs to the school community and to the community at large as well as to the District Leadership team and to the BVSD principals; attends district meetings on a regular basis
 - Serves as a building administrator for after school events
- 2. Provides curricular and instructional leadership to the K-12 school that maximizes student achievement**
- Ensures the development, evaluation, mapping and implementation of the K-12 curriculum, instruction, and assessment in a manner consistent with Peak to Peak's mission statement
 - Develops, implements and maintains standards and benchmarks for Peak to Peak's K-12 curriculum
 - Leads vertical teaming initiative throughout the K-12 program
 - Uses data effectively to monitor and evaluate student progress and lead instructional/curricular improvement
 - Stays current in and demonstrates comprehensive knowledge of effective, research-based practices to improve student achievement
 - As appropriate, oversees and conducts leadership training for teachers and students
- 3. Oversees the professional development program with an emphasis on teacher mentoring, the Alternative Teacher Licensing (ATL) program and Teachers on Special Assignment (TOSA)**
- Provides or arranges for professional development and leadership opportunities that support specific teacher needs and professional goals
- 4. Directs the equitable distribution of all K-12 educational shared resources in conjunction with the director of operations**
- 5. Fosters a positive and cooperative team atmosphere**
- Leads and supervises direct reports, including
 - Secondary Principal
 - Elementary Principal
 - Athletic & Activities Director
 - Administrative support staff, as assigned
 - Director of Communications
 - Secondary Art
 - Sets clear, high expectations for all staff
 - Ensures philosophical alignment with direct reports at each level to achieve the mission and objectives of the school
 - Participates in hiring and evaluations for direct reports

5. Oversees, in coordination with the director of operations and principals, compliance with policies, procedures and regulations for the following entities: federal, state, district, Peak to Peak Charter School, charter contract, granting authorities

- Serves as a liaison to the Boulder Valley School District for educational school-wide issues
- Participates in district and charter principal forums as relevant

Credentials/Experience and Abilities Required:

- Master's degree in education and/or business administration required
- Minimum of two years teaching experience required
- Administrative experience in a school setting required
- Demonstrated knowledge of school law
- Willingness to obtain continuing education as needed to perform well in the position
- Commitment to Peak to Peak's mission
- Demonstrated flexibility and experience in effectively solving challenging problems through a positive, collaborative approach
- Demonstrated commitment to accountability requirements and strategic planning
- Demonstrated experience in the instruction of students with varied learning styles and levels of mastery
- Expert-level written and oral communication skills
- Strong interpersonal and team building skills
- Excellent organization skills and the ability to meet deadlines
- Knowledge of and commitment to Core Knowledge, Advanced Placement courses and a college preparatory environment
- Knowledge of and commitment to character development
- Demonstrated initiative and skills in the following areas: relationship and community building, educational leadership, communication, conflict resolution, creativity, problem solving, decision making and time management
- Entrepreneurial outlook and charter school commitment

Application:

Please obtain the application for this position a description of the application process through the Peak to Peak website at www.peaktopeak.org.