

THE CLASSICAL ACADEMY
POSITION DESCRIPTION

TITLE: Principal

DEPARTMENT: Secondary

DATE: January 5, 2005

GENERAL STATEMENT OF DUTIES:

- Oversee all aspects of a positive learning environment in which students can learn and grow academically, socially, physically, and in character development.
- Implement the mission of The Classical Academy as it applies to Jr. & Sr. High.

ORGANIZATIONAL RELATIONSHIP:

Reports to the President

The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The description may not include all functions performed by incumbents in various locations. The Classical Academy reserves the right to modify or change the duties or essential functions of this job at any time.

ESSENTIAL JOB FUNCTIONS:

- Serves as visionary educational leader for TCA secondary school
- Instructional leader who motivates teachers and other staff members through effective supervision and evaluation
- Uses assessment data to provide ongoing program improvement for increased learning by students
- Develops positive and constructive relationships with students, parents, teachers, other staff members, and the community
- Performs additional duties for TCA Secondary School as listed below

MARGINAL JOB FUNCTIONS:

- Budget Manager
- Curriculum Co-Manager
- Liaison to District 20 Secondary Principals
- Leave of Absence Approval
- Parent-Teacher Conflict resolution
- Personnel Actions/Hiring Decisions
- Special Education
- Supervise Teaching and Administrative Staff
- Staff Development and Orientation Co-Leader
- Event manager for co-curricular activities
- Assists in investigating incidents and administering student discipline system, including final decision on suspensions and recommendations for expulsion
- Supports the appropriate and successful use of technology throughout the school
- Performs other duties as required

MINIMUM QUALIFICATIONS:

EDUCATION:

- Masters degree required
- Masters degree in Educational Administration/Leadership (desired)
- Colorado Principal License (desired)

EXPERIENCE:

- Successful administrative experience in an educational environment(s)
- Previous teaching experience

KNOWLEDGE, SKILLS AND ABILITIES:

- Positive and effective leadership style
- Ability to maintain effective working relationships with supervisor, other administrators, teachers, other staff members, students, and parents
- Commitment to and knowledge of TCA's mission and philosophy
- Caring attitude toward students
- Excellent interpersonal skills
- Commitment to collaborative decision making
- Ability to evaluate teachers and staff
- Effective written and oral communication skills
- Ability to improve instruction and the learning environment
- Thorough knowledge of secondary curriculum and instruction
- Thorough knowledge of the policies and procedures of TCA
- Ability to use assessment data to improve instruction
- Knowledge of legislation related to student discipline
- Familiarity with charter school legislation and laws
- Ability to effectively direct and supervise a variety of activities and programs
- Possess strong planning, prioritization, and implementation skills
- Effective technology skills
- Strong understanding of the effective use of technology in the school

SCOPE OF INTERPERSONAL CONTACTS:

- Students
- Teachers
- Other administrators
- President
- Parents
- Administrative Office personnel
- District 20 personnel up to and including the Superintendent
- Visitors from outside the school

WORK ENVIRONMENT:

- Functions in various locations including offices, classrooms, the gymnasium, athletic fields, parking lots, and play grounds.

- Participates in field trips to educational settings including mountainous areas.
- Travels to conferences by automobile and airplane.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all inclusive.

- Physically able to move quickly throughout all facilities in response to safety issues and student/teacher concerns/needs.
- Constant use of eyes and hands.
- Frequent use of verbal communications.
- Activities involve some bending, lifting, and carrying of objects.

FLSA STATUS: Exempt