

Job Description Confluence Charter Schools

POSITION TITLE High School Principal
REPORTS TO: Chief Executive Officer

DEPARTMENT:
Instruction

POSITION SUMMARY: This position is responsible for (1) providing instructional leadership to staff including curriculum planning, review and implementation; (2) using data to progress monitor student performance and to inform instruction; (3) supervision of staff; (4) providing appropriate quality professional development opportunities for staff; (5) supervision of students; (6) creating and maintaining a school climate and culture that ensures the safety and welfare of students and staff; (7) serving as the liaison between the school and community and between the school's staff and the Board/Resource Office.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned.

1. Leads the development and implementation of a rigorous and relevant academic curriculum aligned with Missouri Learning Standards.
2. Develops and supports an energetic, innovative, collaborative and committed model teaching staff whose members work continuously to improve teaching quality and student learning.
3. Supports continuous improvement of teaching staff through visibility, collaboration, engagement, professional development, frequent shared analysis of multiple points of data, appropriate classroom observations, and clear communication with staff and partners.
4. Invites participation and engagement with the school from parents, community members, and other key stakeholders through reports on school and student progress via letters, social media, public performances and demonstrations, newsletters, and other means.
5. Assists in the preparation of the school budget by working with the Resource Office, staff, parents and the community to determine budget priorities.
6. Maintains a safe and positive learning environment for students, coordinating and implementing student safety and disciplinary procedures in the regular school day as well as during school activities.
7. Maintains knowledge of current educational issues and trends.
8. Recommends educational policies and procedures to the Board, Resource Office and implements its policies within the school.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education/Experience: Master's degree or higher. Five years of successful administrative experience at the school or district level preferred. Experience in a business and technology field preferred and/or related career fields.

Certification: Valid teaching certificate. Valid principal's certificate (7-12) from Missouri Department of Elementary and Secondary Education or possess appropriate credentials to prove eligibility for Missouri certification.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities: Must be able to transport between school buildings, Confluence schools and cities. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all Confluence requirements and Board policies. Ability to utilize technology in establishing appropriate record keeping program for students, programs, and staff.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. The position requires meeting deadlines with severe time constraints, interacting with the public and staff, irregular or extended work hours. The employee is responsible for safety, well-being, and work output of others. Must be able to meet demands from several people.

Apply online at the link below:

https://www.confluenceacademy.org/apps/pages/index.jsp?uREC_ID=343730&type=d&pREC_ID=1339974

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