

Launch High School Principal

Position Profile

The Principal is the educational leader and responsible for the overall academic success of the school. This person ensures the fulfillment of the mission of the school and maintains congruency with its academic programs. These include planning, coordinating, and supervising the academic program and instructional staff of the school on a day-to-day and annual basis. The Principal is supervised and evaluated by the Head of School annually while supervising and evaluating the Instructional Staff (Teachers, Coaches and Paraprofessionals).

Areas of Responsibility and Oversight:

1) Educational Success (70%)

- Instructional Support and Professional Development
 - Assist in the development, coordination, implementation and evaluation of curriculum and academic programs
 - Coach and guide staff on methods and delivery of instruction and on classroom / student management
 - Develop, coordinate and attend all staff development programming as appropriate
- Staff Evaluation
 - Supervise and evaluate all instructional staff
 - Make recommendations to the Head of School on the hiring, retention, assignment and possible dismissal of instructional staff
- Assessments
 - Organize the administration of interim and annual standardized testing with appropriate dissemination of results to parents, staff, and other stakeholders as appropriate
- Academic Accountability
 - Provide leadership in the ongoing development, improvement, and evaluation of curriculum, instruction, and student data use / management
 - Compose and deliver formal reports regarding student academic performance to the Head of School, Governing Board, school authorizer and other stakeholders as appropriate
 - Ensure all academically related special programs such as GT, SPED, ELL and RTI / MTSS are fully functional and meeting the requirements and expectations of the state and school authorizer
 - Ensure legal and administrative compliance with requirements of the state and school authorizer regarding all academic matters

2) Parent and Public Relations (15%)

- Communications
 - Develop, coordinate and employ channels for school-specific communications to parents and students including maintaining a comprehensive calendar of school events, programs and activities that is communicated to the entire community as appropriate
- Liaison
 - Act as a liaison between teachers and parents when necessary and as a mediator when conflict arises
 - Act as a “point of contact” for school-based committees, councils, etc (SAC, PTO, et al)
- Recruitment
 - Solicit prospective parents / students to enroll at the school and recruit current parents / students for school involvement
 - Represent and be the “face of the school” in all public situations in an appropriate manner

3) Staff and Operations Management (15%)

- Policies, Procedures and Expectations
 - Establish programs for the onboarding, orientation and in-service of all staff
 - Ensure familiarity with and adherence to school policies, procedures and expectations to be reinforced at regular faculty / staff meetings
- Staff Support and Leadership Development
 - Support staff in the fulfillment of their duties and responsibilities
 - Mediate and resolve conflicts among staff
 - Serve as a resource for faculty including providing recommendations for development activities especially as they may pertain to leadership
- Enrollment and Scheduling
 - Oversee and assist in the student enrollment process
 - Prepare master schedules and calendars for students, teachers, classes, school day and year
- Student Safety, Services and Records
 - Develop and implement plans for meeting the physical, social, and psychological needs of students to maintain their health and safety while providing an environment conducive to learning
 - Oversee and coordinate all student co-curricular and extra-curricular activities and services including transportation, food service, assemblies, programs, school events, fieldtrips, and student organizations and activities during and after school hours
 - Maintain and ensure confidentiality of student records on all fronts including attendance, behavior, academics and any special services

The Principal will also:

- Remain current on trends, research, legislation and other requirements as they relate to job functions, duties and responsibilities and the overall success of the school
- Perform other duties as assigned by the Head of School

Qualifications:

- BA / BS degree or graduate degree
- Demonstrated successful leadership in a senior administrative position in a school, preferably as a Principal
- Exhibited leadership in working with staff, students, parents and the community in achieving school goals
- Commitment to academic accountability and to the mission, vision, values and academic goals of the school including those regarding entrepreneurship
- Experience or background in Entrepreneurship preferred but not required
- Administrative certification welcomed but not required

Launch High School is an equal opportunity employer and does not unlawfully discriminate on the basis of race, color, ethnicity, national origin, ancestry, creed, religion, marital status, gender or gender identification, sexual orientation, age, socioeconomic status, disability or health condition. Launch complies with all applicable federal, state and local laws including but not limited to the Americans with Disabilities Act (ADA).