

POSITION TITLE: K-8 PRINCIPAL

REPORTS TO: CEO

A. Primary Function:

The primary responsibility of the K-8 Principal will provide leadership and administration which will motivate instructional and support personnel to strive for superior performance. This position is responsible for ensuring the curriculum, programs and activities meet the mission of UCCS. The Principal maintains effective discipline to foster a safe learning environment and promotes open communication and collaboration with staff, students and parents. The responsibilities include coordinating staff development, scheduling and managing all teacher evaluations; including the development of competent instructional staff. This position does not carry with it traditional finance and business responsibilities.

Essential Responsibilities

1. Manage all daily core instruction and programs.
2. Manage all extended day programs (After School, Summer School, Saturday Academy, etc.).
3. Conduct informal observations and evaluate all direct reports twice each year.
4. Coordinate all aspects of staff development.
5. Monitor student attendance and enrollments.
6. Make long-term suspension recommendations to the CEO.
7. Review all student academic progress reports and report cards.
8. Recommend to the CEO all candidates for termination and renewal recommendations for instructional staff.
9. Participate in the selection of new teaching personnel.
10. Coordinate all elements of instructional staff absenteeism.
11. Approve all instructional orders and ensure proper delivery.
12. Continually evaluate existing progress and practices, curriculum content and pilot or experimental programs.
13. Assist with grant writing as needed.
14. Facilitate student events celebrating school achievement.
15. Participate in school-wide parent/community weekend and evening events.
16. Approve field trip requests.
17. Participate in regularly scheduled school meetings and committees as requested by the CEO.
18. Provide instructional data to complete monthly dashboards.
19. Oversee all aspects of student assessment.
20. Plan and submit annual budget needs for the programs and curriculum as well as materials, to the CEO and Director of Operations and Finance by February.
21. Facilitate preparation of Dept. of State Ed visit
22. Attend/present monthly board meetings
23. Other duties assigned by the CEO.

Education, Experience and Certification

1. NYS Certification as a School Administrator Supervisor, School District Administrator, School District Leader, or School Building Leader
2. Experience in a supervisory role in a school
3. Experience developing schedules and programs for an organization
4. Proven time management and planning skills
5. 3-5 years of successful teaching experience
6. NYS Fingerprint Clearance

B. Line of Authority:

Directly responsible to the CEO.

C. Supervision of Others:

Direct supervision over:

1. Teachers
2. Teaching Assistants
3. Academic Mentors
4. Counselors