

JOB STATUS: UNTIL FILLED

QUALIFICATIONS: Postgraduate professional license and hold the appropriate level endorsement as a school principal. Must have at least three years of successful leadership and management experience as a principal, assistant principal, teacher specialist, administrator and/or supervisor. Must have the ability to develop a vision for the school and implement and monitor school goals and objectives. Ensure achievement of academic goals that can be measured by test scores, attendance, and student graduation. Must have demonstrated instructional leadership skills and knowledge of how to motivate, develop and evaluate staff. Must be able to effectively implement curriculum, provide timely and actionable feedback on lesson plans and observations, monitor the effective use of technology in the classroom, and lead the faculty and staff to provide students with an effective learning environment. Must have considerable knowledge of how to effectively integrate the skills and processes required by the Virginia Standard of Learning (SOL) into curriculum. Must have working knowledge of and experience with site-based management and the creation, development, and monitoring of learning communities. Must be familiar with scheduling, staffing, and personnel supervision. Must have the ability to establish and maintain effective working relationships with students, school staff, parents, community, business representatives and central office staff.

PERFORMANCE EXPECTATIONS: Ensures that every student makes academic progress, achieves established yearly goals and provides a safe and nurturing school environment. Creates an organized and systematic school environment with shared behavioral and academic expectations. Actively engages parents and the community in the life of the school. Provides educational and instructional leadership in a cooperative and collaborative manner, which interprets, initiates and implements the vision, mission, goals and objectives of Richmond Public Schools. Properly supervise and motivate all personnel assigned to the school according to our approved evaluative standards. Establishes, along with the properly constituted leadership committee, a School Improvement Plan with specific, measurable outcomes. Ensures that the school community receives, understands and supports the School Improvement Plan. Establishes an appropriate staffing pattern for the school. Prepares a School Progress Report for the community, specifying progress toward objectives in the School Improvement Plan. Conducts meetings of staff as necessary for the proper functioning of the school. Performs administrative duties including budget development and management, state and division reporting, personnel selection, training, evaluation, development and maintenance of efficient business procedures. Supervises the preparation of reports, records, lists, student and staff handbooks and all other documentation appropriate to and required of the school's administration. Establishes and maintains effective relationships with local community and business groups to foster understanding and solicit support for overall school objectives and programs. Assumes leadership in the management of the school's intramural, interscholastic (VHSL), co-curricular and extracurricular activities. Attends such activities and ensures the maintenance of a safe and secure environment during such events. Performs other related duties as assigned.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs executive level leadership, management and program supervision at a secondary level school. Work requires frequent standing, light lifting up to 10 pounds, sitting, walking, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Principal Director