

**POSITION TITLE:** Principal II – Richmond Career Education and Employment Academy

**QUALIFICATIONS:** Special education licensure, five (5) years' experience as a special educator, and possess / be eligible for a Virginia endorsement in administration and supervision. Experience in teaching students or supervising teachers/staff who teach students with low incidence disabilities; understanding of the programmatic and curricular needs of secondary-age students with low incidence disabilities, including but not limited to: a) community-based instruction, b) functional communication, c) positive behavior supports, d) systematic instruction, e) data-based decision making, and f) pre-vocational and vocational skills; experience working with families of students with low incidence disabilities.

**PERFORMANCE EXPECTATIONS:** Provides educational and instructional leadership in a cooperative and collaborative manner, which interprets, initiates, and implements the vision, mission, goals and objectives of Richmond Career Education and Employment Academy (RCEEA). Communicates the mission of the school to the community at-large and promotes awareness of the program to parents, staff, and community. Evaluates staff with specific feedback and coaching of evidence-based practices. Serves on the school's management committee and prepares and presents quarterly updates of school progress with the management committee for the Richmond Public School's Board. Ensures that every student makes academic progress, achieves established yearly goals, and provides a safe and nurturing school environment. Actively engages parents and the community in the life of the school. Supervises and motivates all personnel assigned to the school. Establishes a School Improvement Plan (SIP) with specific, measurable outcomes. Ensures that the school community understands and supports the SIP. Establishes, with the RCEEA Management Committee, an appropriate staffing pattern for the school. 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 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 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:** Assistant Superintendent of Schools

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 132

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt