

POSITION TITLE: Principal III – Richmond Alternative School

QUALIFICATIONS: Must be eligible for a 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, one year of which must be at the secondary level. Must have experience with building relationships and supporting academic achievement for children with behavioral issues. Must have experience or proven track record on de-escalation techniques and positive behavioral supports. Experience with handling and overseeing intervention and remediation strategies. Experience with individualized training plans. Must have the ability to develop, implement and monitor school goals and objectives. Ensure achievement of academic goals as measured by test scores and annual progress. Must have demonstrated instructional leadership skills and knowledge of how to motivate, develop and evaluate staff. Must be able to effectively develop and implement the alternative education curriculum, the effective use of technology in the classroom and 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 scheduling. Proven track record of handling and overseeing data analysis and inclusionary practices. Must have the ability to establish and maintain effective working relationships with students, school staff, parents, community, business representatives and central office staff. Must have strong technology skills.

PERFORMANCE EXPECTATIONS: 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 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. Supervises and motivates all personnel assigned to the school. Establishes with the School Planning and Management Team (SPMT) a School Improvement Plan (SIP) with specific, measurable outcomes. Ensures that the school community understands and supports the SIP. Prepares with the SPMT a School Progress Report for the community, specifying progress toward objectives in the SIP. 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, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills 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 133

LENGTH OF CONTRACT: 260 Days (12 months)

FLSA: Exempt