

**POSITION TITLE:** Principal II – Amelia Street / Thirteen Acres / REAL School

**QUALIFICATIONS:** Postgraduate Professional License and hold the appropriate level endorsement as a school principal. A minimum of three years successful experience as a special education teacher and three years' experience as an administrator. Two years' experience working in an alternative education setting working with students with low incidence disabilities is desired. 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 yearly 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 curriculum, the effective use of technology in the classroom, and how 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 a working knowledge of and experience with site-based management of school-based activities. 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:** Supervises the Amelia Street, Thirteen Acres, and REAL School program ensuring that every student makes academic progress, achieves established yearly goals and provides a safe and nurturing school environment. Evaluates the effectiveness of the program and develops strategies for improvements. 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. Supervises and motivates all personnel assigned to the school. Establishes with the School Planning and Management Team (SPMT) a School Improvement Plan with specific measurable outcomes. Ensures that the school community understands and supports the School Improvement Plan. Establishes with the SPMT an appropriate staffing pattern for the school. Prepares with the SPMT a School Progress Report for the community, specifying progress toward objectives in the School Improvement Plan. Conducts meetings with 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. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs leadership, management and program supervision for Amelia Street, Thirteen Acres and REAL 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:** Dual Reporting to Principal Director and Director of Exceptional Education

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

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

**FLSA:** Exempt