

POSITION TITLE: Principal I - Patrick Henry School of Science and Arts (PHSSA)

PHSSA is located in a historic neighborhood and is adjacent to Forest Hill Park, a wooded community park that students explore as part of the curriculum. The school is a charter school of choice within the Richmond Public School system and maintains a diverse population based on a lottery to fill 250 slots and maintain small class size. A non-profit Board of Directors works with the principal to fund and maintain a rigorous and project based integrated curriculum that challenges children to use their curiosity and critical thinking skills to learn and grow in a nurturing environment.

QUALIFICATIONS: Postgraduate Professional License and hold the appropriate level endorsement as a school principal. Must hold a Master's Degree in Education, Educational Administration, or an equivalent degree. Must be certified in administration and/or supervision, and have five years teaching experience. A Ph.D. or D.Ed. is preferred. Experience in implementing an integrated curriculum that provides the skills and processes required to do well on the Virginia Standard of Learning (SOL) tests. Experience in school planning, fiscal management, budgeting, facilities management, scheduling staff development, and supervision and evaluation of staff. Must have instructional leadership skills to motivate and provide developmental opportunities for a diverse staff and student body. Experience in exceptional education, implementing IEPs, and understanding IDEA regulations. 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: Interprets and implements the mission, core values, and objectives of PHSSA in a safe and nurturing school environment. Maintains a collaborative relationship with the PHSSA Board of Directors and school staff to promote the mission of the school. Presents a brief monthly report to the Board on the status and needs of the school. Supervises the preparation of reports, records, lists, student and staff handbooks, and all other documentation appropriate to school administration. Appoints a School Planning and Management Team to maintain a School Improvement Plan with measurable outcomes and to make recommendations in regard to school life. Attends extracurricular activities, knows each student, and actively engages parents and the community in the life of the school. Establishes and maintains effective relationships with local community and business groups to foster appreciation and support for the value of the school to the community. Performs other related duties.

GENERAL DEFINITION AND CONDITIONS OF WORK: Performs executive level leadership, management and program supervision at an elementary 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: PHSSA Board of Directors

PAY SCHEDULE: Unified Pay Schedule, Pay Grade 131

LENGTH OF CONTRACT: This is an eighteen month initial contract position with excellent benefits. Subsequent contracts are for one year.

FLSA: Exempt