

**POSITION TITLE:** Principal I – Detention Center

**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, one year of which must be at the secondary level. 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 working knowledge of and experience with site-based management and block scheduling. 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. 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. 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. Works cooperatively, in partnership with the detention superintendent and detention staff for positive outcomes. Performs other related duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs leadership, management and program supervision. 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 131

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

**FLSA:** Exempt