

# **PRINCIPAL**

## **General**

The Principal is accountable to the BOD of the School as the authority in charge of (1) implementing the mission and philosophy of the school, (2) maintaining the academic integrity of the school, (3) managing the school and faculty, and (4) supervising the students. In addition, the Principal should set budget priorities and have general knowledge of the school's fiscal status. As the leader of the school the Principal must have high moral character and embrace the virtues of a democratic society. The Principal is employed at-will. He is the executive decision-maker for the operation of the School and is ultimately responsible for the success of the education of the pupils in accordance with the principles established in the charter document and the vision of the BOD. The Principal's resources are a faculty of professional teachers and classroom aides, and a small administrative staff. The Principal will also take advantage of volunteer staff organized into boards and committees. The following expands on the four main areas of responsibility previously introduced.

## **Implementing the Mission and Philosophy**

In order to implement the mission and philosophy of the school the Principal is expected to:

- facilitate an understanding of classical education among BOD, faculty, staff, parents, and students
- adopt and promote the vision of the BOD and the principles of the charter
- represent the School to the community in a way that upholds the School's mission and philosophy
- articulate the ideals of classical education to the school and larger community
- approve all curricular purchases and programs
- ensure all extra-curricular activities uphold the mission and philosophy of the school
- keep informed of the current state of education in the nation

## **Maintaining Academic Integrity**

In order to maintain the academic integrity of the school the Principal must cultivate the talents of teachers, see that the curriculum is implemented, and set the intellectual tone of the School. The Principal is expected to:

- ensure that the curriculum and its delivery is academically sound and consistent with the Core Knowledge sequence (K-8) and the High School sequence as defined by the charter application
- ensure that teaching methods and contents are consistent with the philosophy of the School
- cultivate and reward excellence in teaching
- develop and oversee the implementation of character education throughout the School
- ensure the values of a democratic society are taught in appropriate and sanctioned ways
- plan for the academic and professional growth of faculty
- oversee students' academic progress
- stress the importance of education to students and families
- recognize academic excellence
- demonstrate mastery as a teacher to faculty and students
- assist students in college selection and admissions

## **School and Faculty Management**

School and faculty management consists in providing direction to and evaluation of students, faculty, and staff. For example, the Principal is expected to:

- recruit the best teachers to work for Ridgeview
- recommend new faculty and staff positions to the BOD
- evaluate personnel performance
- motivate and unify faculty and staff in a non-threatening environment
- foster collegiality among faculty and staff
- work closely with parent groups and committees
- advise the BOD and Assistant Principal regarding the management of physical resources
- recommend corrective action to address recognized problems
- facilitate communication among BOD, faculty, staff, parents, and students
- ensure the professionalism of the faculty and staff
- oversee creation of the student handbook in cooperation with the Board of Directors
- inform registrar of course offerings and their respective instructors
- ensure that faculty are uniformly and consistently implementing the academic policies

## **Supervising Students**

In addition to the academic performance of the students, the Principal will have discretion over the non-academic operations of the school including student life, school environment, and athletics. With the help of faculty and staff the Principal will develop a school culture that is both enjoyable and conducive to learning.

**Finances**

The Principal assumes a supervisory and directory role for the monetary obligations of the School. The Principal is expected to:

- authorize expenditures in accordance to the annual budget
- consult the BOD regarding extraordinary expenditures
- oversee and approve teacher contracts
- review monthly the ordinary administration of the School and the implementation of the budgets

**Minimum Job Requirements**

- Master's Degree in a related field or an equivalent combination of education and experience
- Substantial classroom teaching experience
- Experience in educational management or administration
- Management/supervision experience
- The ability to speak and write clearly and persuasively
- A commitment to classical education
- Ability to oversee a classically-based curriculum

**Other Desired Characteristics**

- Knowledge of the Core Knowledge Curriculum
- Experience in or knowledge of charter or independent schools
- Previous K-12 education classroom experience