

Principal

Employees and volunteers of Twin Peaks Charter Academy work collaboratively to fulfill the Twin Peaks Charter Academy mission. The items listed in this job description provide structure to the responsibilities and accountabilities for this position. Metrics are in place for the position based on the description below. Twin Peaks Charter Academy expects to employ professionals who will work beyond job descriptions creating both a fulfilling career environment and successful outcome for our students. Values we hold high include: Responsibility, respect, citizenship, fairness, trustworthiness, and caring and we expect to see them evidenced in our staff, parents, and students.

Nature and Scope of Job

The Principal is responsible for the leadership and management necessary to administer and supervise programs, policies, and activities of Twin Peaks Charter Academy to ensure the highest quality educational experience for our students. The Principal is also responsible for ensuring a trusting and openly communicative environment amongst all stakeholders.

Qualifications

- Master's degree is required
- Principal/administrator license preferred
- Minimum of three years teaching experience required
- Administrative experience in a school setting required
- Demonstrated knowledge of school law
- Willingness to obtain continuing education as needed to perform well in the position
- Commitment to Twin Peaks' mission, Core Knowledge, Classical Curriculum and Character Education
- Excellent organizational skills and consistency in meeting deadlines
- Ability to speak effectively before groups of staff, board of directors, administrators and parents
- Expert level written and oral communication skills and be able to effectively correspond with stakeholders at all levels

Job Functions and Responsibilities

1. Serves as an academic leader

- Supports the implementation of the appropriate curriculum, instruction, and assessments in a manner consistent with Twin Peaks' Mission Statement
- Participates in vertical teaming throughout the program and supports vertical teaming throughout the K-12 program
- Represents Twin Peaks and communicates its mission and programs to the school community and to the community at large including District Leadership Teams and SVVSD school principals; attends district meetings on a regular basis
- Interacts with other Twin Peaks principals to ensure consistency and harmony between school levels
- Assists with the design of the K-12 master schedule
- Presents key performance indicators on the strategic plan to the Board of Directors and community
- Supports the K-12 Unified Improvement Plan (UIP) together with other principals
- Serves as building administrator for after school events
- Serves as a non-voting member of the Board of Directors
- Read and interpret documents such as safety rules, school policy and human resources documents, school improvement plans, key performance indicators, the strategic plan, staff agreements, evaluation rubrics, district, state and national policy documents that define required actions, charter school laws and documents, budget plans, and curriculum proposals
- Review and communicate data effectively to improve instructional practices, read publications of all kinds and lead studies/discussions on a given topic
- Staff representative to Committees as assigned

2. Provides curricular and instructional leadership to maximize student achievement

- Supports the implementation of school curriculum evaluation, mapping and development in conjunction with the other principals

- Implements the board approved curriculum, instruction, and assessment in a manner consistent with Twin Peaks' Mission and Vision
 - Collaborates with other principals to develop, implement and facilitate effective professional development and workshops
 - Handles student discipline issues
 - Conducts and documents classroom observations
 - Analyzes data to improve instructional practices and corresponds with staff at all levels
3. *Fosters a positive and cooperative team atmosphere and sets clear, high expectations for all staff while leading and supervising direct reports*
- Participates in hiring for all direct reports
 - In conjunction with the other principals, leads the Building Leadership Team (BLT) to guide K-12 program development and maintenance
 - Leads and completes formal and informal teacher observations and professional goal planning
 - Mentors teachers directly or provides for mentoring in instructional approaches, classroom management and character role modeling
 - Prepared to serve as administrator in charge when Director is not on campus
4. *Implements positive school culture*
- Interacts with school community members to build supportive relationships
 - Facilitates communication and collaboration between staff, administration and board of directors
 - Oversees parent/teacher conferences
 - Participates in open enrollment and attends school events as necessary
 - Fosters communication and collaboration among staff, families and students to support school goals; encourages participation from all stakeholders in school programs and activities
5. *Manages Assigned budgets within parameters established by the Director*
6. *Ensures effective supervision of the student body at all times*
7. *Other duties as assigned*

Note: This job description is not intended to be an all-inclusive list of duties, responsibilities or qualifications associated with the job. Specific duties may vary and additional duties may be assigned.