

**Position Title:**  
**Supervisor:**

**Virtual Education Principal**  
**Superintendent**

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**Purpose:** Provide leadership, management and supervisory skills that promote learning for each student. Lead others and stand for the ideas and values that help to develop globally competent citizen. Provide a clear vision for all stakeholders in a high-functioning school community. Orchestrate a complex, dynamic, and collaborative learning community each and every day where students and student learning are always the central focus.

**Duties:**

- Living A Mission, Vision, and Beliefs Focused on Results:
  - Creates and implements a vision that leads to improvement for all learners
  - Develops shared vision of rigor and high expectations
  - Ensure decisions are aligned to district vision and mission
  - Conducts crucial conversations based on student performance data for purpose of enhancing student learning
- Leading and Managing Systems Change:
  - Develops, implements and monitors outcomes of school improvement plan and student achievement data to improve student learning
  - Collaborates with staff to achieve school improvement plan targets
  - Utilizes current technologies to support leadership and management functions
  - Align resources to improve teaching and learning
- Improving Teaching and Learning:
  - Works with and engages staff in a shared vision for effective teaching and learning by implementing a standards based curriculum, relevant to student needs and interests, research-based effective practice, academic rigor, and high expectations for student learning in every classroom
  - Implements curricular scope and sequence
  - Reviews instructional practices
  - Creates continuous improvement cycle
  - Ensures fidelity of PLC's
  - Implements data guided decisions
  - Implements data guided instruction
  - Selects and retains teachers that maximize student learning
  - Evaluates the effectiveness of teaching and holds teachers accountable
  - Ensures professional learning for teachers that enhance student learning
  - Promotes use of technology to enhance student learning
- Building and Maintaining Collaborative Relationships:

- Creates, develops and sustains relationships that result in active student engagement in the learning process
- Utilizes meaningful feedback of students, staff, families, and community in the evaluation of school programs and policies
- Proactively engages families and communities in support of student learning and school learning goals
- Develop professional learning networks within schools, as well as local, regional, and national communities
- Leading with Integrity and Professionalism:
  - Treats all people fairly and with dignity and respect. Protects the rights and confidentiality of students and staff
  - Demonstrates personal and professional standards and conduct that enhance the image of the school and the education profession
  - Creates and supports a climate that values, accepts, and understands diversity in culture and point of view.
  - Engages in courageous conversations with staff about performance
- Creating and Sustaining a Culture of High Expectations:
  - Builds a culture of high aspirations and achievement for every student
  - Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission
  - Leads a school culture and environment that successfully develops the full range of students' learning capacities – academic, creative, social-emotional, behavioral, and physical

#### **Skills:**

- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Monitoring - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Communication - Communicating effectively as appropriate for the needs of the audience.

Job Description Approved: January 29, 2020