



Principal Job Description

Job Title: Principal / Interim Principal

Reports To: Board

Approved by: ICAGeorgia Board

SUMMARY

All employees and volunteers work together to fulfill the ICAGeorgia's mission statement. The thoughts reflected in this description provide structure to the responsibilities and accountabilities for this position; however, ICAGeorgia expects to employ professionals who will work beyond job descriptions, creating both a fulfilling career environment and very successful outcomes for our students.

The K-5 Principal is the primary individual responsible for leading the successful educational program. The person holding this position is also responsible for ensuring a trusting and openly communicative environment among all the stakeholders. The Principal reports to the Board and serves as a non-voting member of the Board. This is a full-time position.

DUTIES AND RESPONSIBILITIES

1. Serve as the academic leader of the K-5 school
 - Implement the curriculum, instruction, and assessments in a manner consistent with ICAGeorgia's mission statement
 - Participate in vertical teaming throughout the K-5 program and support vertical teaming throughout the K-5 program
 - Represent ICAGeorgia and communicate its mission and programs to the school community and to the community at large as well as to the SCSC Leadership Team; attend the board meetings on a regular basis
 - Assist with the design of the K-5 master schedule
 - Present key performance indicators on the strategic plan to the Board and community
 - Complete the K-5 School Improvement Plan
 - Serve as an administrator for after school events
 - Serve as a non-voting member of the Board
2. Provide curricular and instructional leadership to the school that maximizes student achievement
 - Implement the school curriculum evaluation, mapping and development at the school
 - Implement the board approved curriculum, instruction, and assessment in a manner consistent with ICAGeorgia's mission and vision
 - Collaborate with the Board to develop, implement and facilitate professional development and workshops
 - Lead the faculty to ensure the delivery of curriculum through appropriate instructional approaches, serving the various learning styles and needs of ICAGeorgia students
 - Oversee and facilitate the K-5 Curriculum Committee and Team Leader meetings
3. Foster a positive and cooperative team atmosphere and sets clear, high expectations for all staff while leading and supervising direct reports.
 - Participate in hiring for all direct reports
 - Lead the Building Leadership Team (BLT) and participate to guide K-5 program development and maintenance
 - Ensure that the staff follows all the policies established by the board and comply with relevant federal and state requirements

- Lead formal and informal teacher observations and professional goal plans; complete formal evaluations for direct reports
- Mentor teachers directly or provides for mentoring in instructional approaches, classroom management and character role modeling; work in collaboration with the Board on this task for teachers who are new to ICAGeorgia
- Determine teacher class assignments
- Work in conjunction with the Board to provide or arrange for professional development and leadership opportunities that support specific teacher needs and professional goals
- Participate in professional development, continued education, and SCSC training/seminars
- Serves as administrator in charge

4. Implement positive school culture

- Interact with school community members to build supportive relationships
- Facilitate ongoing communication and collaboration between staff, administration and the Board
- Foster communication and collaboration among staff, families and students to support school goals; encourage participation from all stakeholders in school programs and activities

5. Lead fundraising efforts and initiate campaigns for yearly capital budget

6. Service Learning: Lead the Service Learning projects

7. Act as school ambassador: Host Open House, Give school tours for prospects; Attend registration, lottery, school events and local community events

8. Ensure effective supervision of the student body at all times, manage safety controls and handles student discipline issues

9. Manage assigned budgets within parameters established by the Board and work collaboratively with CFO

10. Assist the school leadership team with planning school special events and extracurricular activities

11. Oversee parent/teacher conferences

12. Manage the school facility and construction projects and collaboratively work with CFO and the Board

13. Determine the number of spots available in each grade; verify the enrollment data; and manage data collection clerk to ensure that all enrollment data is entered in the system and reported to the officials

14. Other duties as assigned by the Board and the board members.

SUPERVISORY RESPONSIBILITIES

This position has direct supervisory responsibility for K-5 school teachers and staff, and K-5 school special services staff.

QUALIFICATIONS

Experience in Dual Language School, Charter School and/or K-5 Public School. Ability to work in a diverse environment. Understanding of Japanese culture and education. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Master's degree preferred
- 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 ICAGeorgia's mission and vision
- Demonstrated flexibility and experience in effectively solving challenging problems through a positive, collaborative approach
- Demonstrated responsiveness to accountability requirements and strategic planning
- Demonstrated experience in the instruction of students with varied learning styles and levels of mastery
- Expert-level written and oral communication skills
- Strong interpersonal and team building skills
- Excellent organizational skills and consistency in meeting deadlines
- Commitment to Core Knowledge
- Knowledge of and commitment to character development
- Demonstrated initiative and skills in the following areas: relationship and community building, educational leadership, communication, conflict resolution, creativity, problem solving, decision-making and time management
- Entrepreneurial outlook and charter school commitment
- Ability to assess grade level needs in order to plan and organize accordingly

LANGUAGE SKILLS

The person holding this position must have the ability to read and interpret documents such as safety rules, policy and expectation 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 documents, curriculum proposals and relevant human relations procedures. Ability to effectively document classroom observations, analyze data to improve instructional practices and correspond with staff from all levels. Must have ability to read current literature and lead book studies on a given topic. Must have the ability to effectively document all required paperwork based on job responsibilities. Must have expert level written and oral communication skills and be able to effectively correspond with all stakeholders from all levels. Ability to speak effectively both in English, preferably also in Japanese before groups of staff, board of directors, administrators, parents, and local/international communities

MATHEMATICAL SKILLS

Ability to calculate figures and amounts as required for budgets and interpreting statistical data

COMPUTER SKILLS

Proficiency in Microsoft Office including Word, PowerPoint, and Excel Worksheet Software

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is frequently required to stand, walk, and run. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The hours may be long when specific needs arise, thus some extended schedules will be necessary. This is a position that must attend the needs of staff, administrators, ICAGeorgia board of directors and parents. Work may consist of ten (10) plus hour days at school, with some weekend work required. ICAGeorgia is a dynamic school subject to changing work environments, adaptation of new educational principles and values, and shifting culture; therefore, adaptability to change is essential.

Position Type: Full-time

Position Available: 1

Salary Range: \$80,664 - \$101,434

Job Category: School Leadership

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