

6-12th Grade Principal

Our faculty and staff are highly qualified, talented, and motivated. Our goal in hiring is to find individuals that are as passionate about students, learning, and classical education as we are. Together, we create an academically rigorous environment that encourages students to seek truth, beauty, and goodness in both their acquisition of knowledge and their development of character. We exist to develop our students into great humans with a solid understanding of the world around them. The items listed in this job description provide structure to the responsibilities and accountabilities for this position.

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 Classical 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. This position reports directly to the Executive Director.

Qualifications

- Master's degree is preferred
- Principal/administrator license preferred (*if not already obtained, completion of licensure will be required*)
- 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 the Twin Peaks Classical Academy mission and to Classical Education
- Excellent organizational skills and consistency in meeting deadlines
- 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 Classical Academy mission statement
- Participates in vertical teaming throughout the K-12 program
- Interacts with other Twin Peaks staff to ensure consistency and harmony between school levels
- 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

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 Classical Academy mission and vision
- Collaborates with other principals to develop, implement and facilitate effective professional development
- Handles student discipline issues as appropriate
- 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
 - Leads and completes formal and informal observations and professional goal planning for direct reports
 - Mentors teachers directly or provides for mentoring in instructional approaches, classroom management and classical education
 - Serves as coach and mentor for Assistant Principals and Athletic Director
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
 - Participates in open enrollment and attends school, recruitment, and community events as appropriate
 - 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. *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.