



## Monument Academy Secondary Principal Job Description

<b>Title:</b>	<i>Secondary Principal</i>	<b>Date and Calendar Days</b>	<i>220 days</i>
<b>Reports to:</b>	<i>Executive Director</i>	<b>FLSA Classification:</b>	<i>Non-exempt</i>
<b>Department:</b>	<i>Academics</i>	<b>Pay Range:</b>	<i>\$97,000-\$110,000</i>

### **Who We Are**

Monument Academy is a free public charter school established in 1996 dedicated to providing a challenging and content rich education. The consistent philosophy that carries our students from preschool to high school graduation sets Monument Academy apart from other educational institutions. The **seven tenets** of success are the foundational pillars upon which our philosophy exists. We embrace a **traditional** approach to **classical education**. This is reflected in the fidelity we keep in grades pre-k through eight with the Core Knowledge scope and sequence that bridges seamlessly to our classical high school curriculum. Both fosters our commitment to being **caretakers of the language** through classical and informational literature. The unwavering commitment of our staff to model **exceptional character** lays the foundation for our young learners to grow into future leaders. Monument Academy is passionate about **teaching the arts** to develop well-rounded, engaged members of society. We are unapologetic about our **American patriotism**, and as part of our deep appreciation for our founding fathers' independent thinking, we believe in being **caretakers of the mind** by fostering Socratic dialogue and inquiry-based learning; these are the hallmarks of classical education. Monument Academy is committed to cultivating influential thinkers and lifelong learners that will ensure our students are ready for a bright future.

### **Job Summary:**

The Monument Academy Secondary Principal will be committed to supporting Monument Academy's overall educational philosophy and 7 Tenets. The Secondary School Principal serves as the chief administrator of a secondary school in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member.

### **Duties & Responsibilities:**

#### 1. Visionary Leadership:

- Develops and implements a school vision that aligns with district goals and promotes educational excellence.
- Facilitates the development, communication, implementation, and evaluation of a mission-driven school plan with a focus on teaching and learning.

#### 2. Curriculum and Learning:

- Oversees the development and maintenance of educational programs that meet the needs of the student community and comply with state and federal requirements.
- Promotes the use of innovative instructional strategies and technologies to enhance learning experiences.

#### 3. Staff Development:

- Recruits, hires, and retains highly skilled teaching staff.
- Provides leadership in the professional development of teachers and staff, ensuring that there are opportunities for continual professional growth.

4. Student Management:

- Ensures a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
- Implements policies and procedures that ensure discipline in the school.

5. School Operations and Administration:

- Works with the finance department and the Board of Directors to manage the school's financial affairs including budgeting and procurement.
- Ensures the maintenance of the school equipment and facilities for normal educational activities and special events.

6. Community Relations:

- Develops and maintains effective engagement with parents, community members, and other stakeholders.
- Represents the school and community groups to enhance the understanding of the school's objectives and achievements.

7. Performance Evaluation:

- Evaluates staff performance in an objective and systematic manner.
- Provides feedback and guidance to faculty and staff to improve performance.

Qualifications:

- Master's degree in Educational Administration or related field.
- Valid state certification in school administration -or- alternative administration certification through accredited program.
- Several years of teaching experience and some administrative experience in an educational setting (preferred).
- Demonstrated ability to lead and navigate complex educational environments.

Skills:

- Strong leadership and consensus-building skills.
- Excellent communication and interpersonal skills.
- Ability to respond effectively to the needs of a diverse student population.
- Skill in budget preparation and fiscal management.
- Capability to develop and implement strategic plans.

Working Conditions:

- The Principal typically works in a school environment but the position frequently involves evening or weekend activities such as school events, meetings, and presentations.

This job description provides a framework for what a Secondary School Principal's role entails, ensuring candidates and school boards have a clear understanding of the expectations and responsibilities associated with this pivotal educational leadership position.

Signatures - This job description has been approved by:

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Hiring Manager: \_\_\_\_\_

Date: \_\_\_\_\_

HR Manager: \_\_\_\_\_

Date: \_\_\_\_\_

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*We do not discriminate based on race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.*