

## **Principal Job Description**

MOSAICS Public School is creating a new principal position. The role was previously a combined role with the Executive Director position. As the school has expanded into a K-8 school, the need for two separate roles has become apparent, leading to the creation of this role. The current Executive Director/Principal will move into a standalone Executive Director role and focus on sustaining the operations of the school, managing the budget and federal programs, and supporting the execution of the mission and vision of the charter.

The Principal will provide a clear vision for learning for all students; ensure a safe, secure and orderly learning environment; and cultivate strong relationships with and acts in service to diverse stakeholders, including families and communities. The Principal is expected to promote high-quality instructional practices, passionately enjoy working with children, and believe that all students can achieve. The Principal is responsible for selecting and assigning staff, supporting differentiated professional growth and building the leadership capacity of staff. The Principal must collect, analyze and use multiple sources of data to guide continuous improvement in student achievement, manage school operations, and effectively evaluate and develop staff.

### **Essential Functions**

- Develop, articulate, steward, and operationalize a clear vision for learning for all students and implement a strategic plan to accomplish that vision
- Ensure that all school stakeholders are able to articulate a clear and shared vision for learning
- Ensure a safe, secure and orderly environment for all
- Promote high-quality instructional practices that consistently allow for excellent instruction school-wide
- Be visible and consistent presence throughout the school
- Provide teachers with timely and constructive feedback on classroom instruction to develop teacher practice
- Clearly communicate learning and development goals that reflect high expectations for learning and growth, a belief that all students can learn, and a commitment to meet each student's educational needs
- Develop a culture of collegial and professional relationships among staff and students that promote critical reflection, shared accountability, and continuous improvement
- Manage conflict constructively at all levels
- Develop systems and a school culture that promotes peer feedback, support, and collaboration
- Carefully select and effectively assign staff
- Support the professional growth of staff members in a differentiated manner based on identified needs and individual goals
- Deliberately build leadership capacity among staff
- Collect, analyze, and use multiple sources of data to guide continuous improvement in student achievement, student and staff well-being, and professional development for staff
- Develop positive and collaborative relationships with families
- Self-motivated to initiate and sustain relationships with community business, cultural and not for profit partners

### **Essential Competencies**

- Ability to motivate staff, students and families around the vision of the school
- Clear and effective communication skills for diverse audiences including students, staff and families
- Well-organized, ability to balance competing priorities and multi-task

- Passion for developing staff's instructional and leadership capacities
- Leadership style that encourages teamwork and collaboration to support excellent instruction
- Willingness to foster creativity and innovation
- Persistence in the face of obstacles, productive problem-solving to counter setbacks, initiative to seize opportunities to make change
- Belief in student empowerment and willingness to allow students to play an active role in supporting the school's vision and climate
- Commitment to the service of students and families
- Ability to reflect on how to improve, self-awareness of strengths and weaknesses, willingness to take responsibility for actions and mistakes
- Empathy for the perspectives of students, staff and stakeholders
- Clear understanding of policies and law affecting special populations, LEP students and students receiving special education services
- Ability to model an exemplary work ethic

### **Minimum Requirements**

- Master's degree from an accredited educational institution in Educational Leadership
- Current Idaho School Principal (Pre-K-12) Certification

### **Preferred Qualifications**

- At least five years of full-time, paid, professional educational experience, two of which have been as a Principal or Assistant Principal, educational administrator or other leadership position at the elementary or middle school level

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

### **Salary**

The salary will be between \$85,000-\$109,000 depending on qualifications and experience.

### **Nondiscrimination Statement**

MOSAICS Public School is an equal opportunity employer/educator with an alcohol, drug and tobacco free environment, and does not unlawfully discriminate in employment. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodations to the application and/or interview process should notify a representative of the organization. The information contained in this job posting is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.