



# Crescent View Academy Job Description

## School Principal/Head of School

Employees at Crescent View Academy first and foremost perform to the best of their ability to support the school in its offering of an outstanding academic education for all students. Each employee strives toward implementing the school’s mission, vision and philosophy with consideration toward the culture of the school. Employees at CVA exhibit trust, respect, responsibility, fairness, care and citizenship amongst each other and amongst the entire school community.

### Position Summary:

Crescent View Academy is seeking a Principal / Head of School with a proven track record of providing strong leadership in an elementary & middle school setting with experience in teaching, instructional coaching, fiscal and administrative oversight, and legal/risk management. The successful candidate’s vision must be both progressive and creative, with a collaborative, inspirational leadership style that is rooted in accountability. The Head of School must possess a proven ability to lead in a fast-paced school expansion environment, with the ability to effectively communicate internally and externally, and have demonstrated success in nurturing relationships with multiple stakeholders.

### Position Details:

<b>Job Title</b>	<b>Principal</b>
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Master's degree or higher (Preferred).</li> <li>2. A minimum of three years of successful teaching experience and three years of successful administrative experience (Preferred).</li> <li>3. Such alternatives to the above as the Board may find appropriate and acceptable.</li> <li>4. U.S. Citizenship or Permanent Residency status is required.</li> </ol>
<b>Salary Range</b>	Salary as established by the Board
<b>Terms of Employment</b>	12-month contract
<b>Reports to</b>	Board of Directors
<b>Job Goals</b>	To provide leadership at the assigned school that will ensure continuous improvement in measurable student performance and achievement. To provide managerial leadership (in areas such as instruction, personnel, curriculum, budget, purchasing, public relations, operations, security and facility) that will support high expectations in student performance for all students.
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Provides leadership that will ensure continuous improvement in measurable student performance and achievement.</li> <li>2. Implements School Board policy, State statutes, and Federal regulations as they pertain to CVA’s Mission and Goals.</li> <li>3. Provides educational leadership in developing, implementing and evaluating the School Improvement Plan.</li> <li>4. Provides leadership in identifying and assessing strategies designed to accomplish School Board goals and school community initiatives.</li> <li>5. Directs the development of the master schedule and assigns teachers according to identified student needs.</li> </ol>

	<p>6. Observes and evaluates teacher performance as it relates to student learning and provides such assistance as needed.</p> <p>7. Supervises and monitors the accurate and timely completion of data collection and reporting requirements.</p> <p>8. Provides training opportunities for all school personnel.</p> <p>9. Demonstrates interpersonal skills and the skill to work with diverse groups of people.</p> <p>10. Implements local and state guidelines for proper student conduct and disciplinary procedures and policies, based on the Student Code of Conduct, which assures a safe and orderly environment as defined by the CVA mission and school philosophy.</p> <p>11. Establishes a school-based crisis plan and provides leadership in the event of such happening.</p> <p>12. Develops positive school and community relations which include effective oral and written communications to all stakeholder groups.</p> <p>13. Recruits, interviews, and recommends qualified personnel for employment that reflect racial and ethnic diversity.</p> <p>14. Establishes the job assignments and assesses the performance of school-site administrators and support personnel.</p> <p>15. Implements and administers negotiated employee contracts at the school site.</p> <p>16. Conducts staff meetings that involve staff in the discussion of instructional programs that focus on student achievement, policy changes, potential problems, and resolution of existing problems.</p> <p>17. In cooperation with Business Manager and School Board manages and supervises the school's financial resources, including the preparation and disbursement of the school's budget and internal accounts.</p> <p>18. Establishes and manages student accounting and attendance procedures at the assigned school.</p> <p>19. Coordinates maintenance functions, provides for facility safety, and facilitates facility inspections.</p> <p>20. Directs the establishment of adequate property inventory records and assures the security of school property.</p> <p>21. Manages and supervises school sponsored events, coordinates the supervision of events, and maintains a calendar of all school events.</p> <p>22. Communicates through the proper channels to keep appropriate personnel informed of impending problems or events of unusual nature.</p> <p>23. Participates in county and state-wide management meetings and other meetings appropriate for professional development.</p> <p>24. Performs other tasks as assigned by the supervisor.</p>
<b>Other Responsibilities</b>	1. Performs other tasks and assumes other responsibilities which may be assigned by the Board of Directors.
<b>Physical Requirements</b>	Position requires exerting up to fifty pounds of force occasionally and/or up to twenty pounds of force frequently and/or up to ten pounds of force constantly to move objects.
<b>Assessment</b>	Performance of this job will be assessed annually in accordance with provisions of the Board's policy on assessment of administrative personnel.
<b>Approved by</b>	
<b>Date</b>	
<b>Revised</b>	