

Prodeo Academy
Principal
Position Description



Job Title Principal
Primary Purpose To serve as the instructional leader at Prodeo Academy, and collaborate with the Executive Director in providing vision and leadership to the Prodeo Academy community as it strives to accomplish its mission.

Reports to: Board of Directors
Receives Direct Reports From Deans, Social Worker, Teachers/Instructional Staff
Provides Work Direction To Deans, Social Worker, Teachers/Instructional Staff

Representative Responsibilities of the Position:

Instructional and School Leadership

- Provide exemplary leadership to all members of the Prodeo Academy community to achieve outstanding performance in the school's mission of preparing each student for college
- Work to dramatically improve student achievement by leading the educational program
- Manage effectively faculty and staff
- Develop and communicate the school's systems, culture, and vision, and create a plan to achieve that vision
- Oversee curriculum development and assessment
- Implement effective internal and external assessment systems and use data to inform decisions
- Ensure strong consistency within the school program and curricular alignment with state and other rigorous standards
- Select and share effective curricular and instructional practices from and with other schools
- Serve as point person for all students and families

Evaluation and Feedback

- Oversee faculty and staff of Prodeo Academy, including recruitment, selection, evaluation, supervision, retention, and dismissal
- Manage teaching staff, including professional development, staff observations, curriculum development, staff communication, and scheduling and program decisions
- Lead faculty to ensure that all staff are providing well-managed and rigorous daily lessons, reasonable and effective daily homework, and regular and productive activities for tutoring
- Foster commitment among faculty and staff to the development and fulfillment of the school's mission and objectives
- Hold teachers accountable for meeting high standards for student academic and behavioral performance
- Work with staff on all curricular, instructional, assessment, and professional development issues and activities to ensure data drives classroom instruction
- Work with staff to foster consistency among staff in enforcing the Student and Family Handbook and other school-wide discipline policies
- Facilitate positive faculty dynamics
- Work with Special Education Coordinator to ensure 504 accommodations, IEP modifications, and counseling needs are met

Family Support

- Maintain communication and relations with the families of Prodeo Academy, ensuring they are kept

- involved with and held accountable for their children's academic and behavioral performance
- Communicate regularly with families regarding student performance and academic achievement
- Work with staff to correspond regularly with families regarding school policies, trips, events, and milestones
- Work with staff to plan, coordinate, and support family meetings and special events
- Respond to family concerns promptly and effectively

Student Support/ School Culture

- Collaborate with school staff to maximize the ability of Prodeo Academy to support students' academic and socio-emotional development
- Provide leadership to all staff and students in establishing a positive, structured, achievement-oriented, and fun school culture
- Oversee students' academic and behavioral program, including disciplinary decisions, enforcement of the Student and Family Handbook, scheduling and class decisions, educational program, and assessment and accountability
- Ensure that traditions and rituals that support the school's college mission are being created and maintained, grade by grade, year to year
- Foster consistency in academic and behavioral expectations in and out of class
- Ensure effective exam preparation to ensure student success
- Work with appropriate staff to ensure the smooth administration and effectiveness of the after school enrichment programs

Organizational Leadership

- Demonstrate a relentless drive to improve the minds and lives of students in and out of Prodeo Academy
- Help oversee school-wide strategic planning and problem solving
- Work with Executive Director and Director of Operations to lead the school's administrative program

Qualifications:

- A bachelor's degree from a competitive college or university with a GPA of at least 3.0; master's degree preferred.
- At least 3 years of teaching experience with a record of high student achievement.
- Principal/administrator license preferred
- Administrative experience with a record of high student achievement
- Demonstrated knowledge of school law
- Willingness to obtain continuing education as needed to perform well in the position
- Demonstrated flexibility and experience in effectively solving challenging problems through a positive, collaborative approach
- Expert-level written and oral communication skills
- Strong interpersonal and team building skills
- Excellent organization skills and consistency in meeting deadlines
- 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 commitment to Prodeo Academy's mission