

THE CLASSICAL ACADEMY
POSITION DESCRIPTION

TITLE: Principal

DEPARTMENT: Elementary

DATE: January 5, 2005

GENERAL STATEMENT OF DUTIES:

To provide a positive learning environment in which students can grow and experience success, academically, physically, and in their character development.

ORGANIZATIONAL RELATIONSHIP:

Reports to the President

The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The description may not include all functions performed by incumbents in various locations. The Classical Academy reserves the right to modify or change the duties or essential functions of this job at any time.

ESSENTIAL JOB FUNCTIONS:

- Serves as a dynamic educational leader.
- Instructional leader who motivates teachers and staff members through effective supervision and evaluation.
- Uses assessment data to provide ongoing program improvement for increased learning by students.
- Colorado Student Assessment Program (CSAP program manager).
- Develops positive and constructive relationships with students, parents, teachers, other staff members, and community.
- Oversees elementary HSP, CS3, SPED.
- Handles student discipline.
- Classroom observations and de-briefings.
- Class scheduling.
- Oversees maintenance of facilities.
- Maintains communication with students, parents, and staff and district

MARGINAL JOB FUNCTIONS:

- Compilation and dissemination of documents and information.
- Attends special school events.

MINIMUM QUALIFICATIONS:

EDUCATION:

- Master's Degree required
- Teaching certificate

- Colorado Principal License (desired)

EXPERIENCE:

Previous teaching experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Positive leadership style.
- Ability to maintain effective working relationships with supervisors, other administrators.
- Caring attitude toward students.
- Excellent interpersonal skills.
- Maintain confidentially.
- Ability to evaluate teachers and staff.
- Commitment to collaborative decision making.
- Ability to improve instruction and the learning environment.
- Thorough knowledge of elementary curriculum.
- Thorough knowledge of TCA's philosophy, core values and mission statement.
- Thorough knowledge of the policies and procedures of TCA.
- Ability to use assessment data to improve instruction.
- Thorough knowledge of legislation related to student discipline.
- Familiarity with charter school legislation and laws.
- Ability to effectively direct and supervise a variety of activities and programs.
- Possess strong planning, prioritization, and implementation skills.
- Effective technology skills.

SCOPE OF INTERPERSONAL CONTACTS:

- Students
- Teachers
- Other administrators
- President
- Parents
- TCA Administration Office
- District 20 personnel

WORK ENVIRONMENT:

Functions in various locations including offices, classrooms, etc.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position. They are included for informational purposes and are not all inclusive.

- Physically able to move quickly throughout all facilities.
- Use of eyes and hands.

FLSA STATUS: Exempt