



Principal - Elementary School PreK3-5th Grade

Job Summary - Direct and manage the instructional program and supervise operations at the campus level. Provide instructional leadership to ensure high standards of instructional service. Direct the implementation of district policies at the campus level and manage the operation of campus activities. Provide leadership in support of the Montessori culture and delivery of instruction.

Pay - \$65,000 to \$72,000 based on qualifications.

Job type - Full-time (223 days)

QUALIFICATIONS:

Education/Certification:

Master's degree (Educational Administration preferred)

Texas mid-management or other appropriate active Texas certificate

Texas Teacher active certification

Special Knowledge/Skills:

Working knowledge of curriculum and instruction

Montessori experience preferred but not required.

Ability to evaluate instructional programs and teaching effectiveness relating to TEA requirements. Support instruction of Montessori model by integrating the TEKS using Montessori methodology. Must have a willingness to learn Montessori

methodology of instruction and adapt to the Montessori culture of grace and courtesy, and empowering students to become lifelong learners.

Strong communications, public relations, and interpersonal skills

Strong focus on improvement of student academic performance

Ability to promote a safe and orderly learning environment

Minimum Experience:

Three years' experience as a classroom teacher

Three years' experience in instructional leadership

MAJOR RESPONSIBILITIES AND DUTIES:

In collaboration with the Superintendent/CEO:

Monitor instructional and managerial processes to ensure that program activities are related to program outcomes and use these findings for corrective action and improvement, as well as for recognition of success.

Work with staff to plan, implement, and evaluate the curriculum on a systematic basis; include students and community representatives (when appropriate).

Provide instructional resources and materials to support teaching staff in accomplishing instructional goals.

Foster collegiality and team building among staff; encourage their active involvement in the decision process.

Provide for two-way communication with superintendent/ceo, staff, students, parents, and community.

Communicate and promote expectation for high level performance from staff and students; recognize excellence and achievement.

Facilitate effective and timely resolution of conflicts.

Determine and build a common vision with staff for school improvement; direct

planning activities and implement programs collaboratively with staff to ensure attainment of the school's mission.

Attend ARD meetings as needed and make decisions based on student needs.

Attend 504 meetings as needed and make decisions based on student needs.

Identify, analyze and apply research findings (e.g. effective school correlates) to facilitate school improvement.

Develop, with the assistance of the site-based decision-making committee, annual campus performance objectives for each of the Academic Excellence Indicators.

Develop, maintain, and use appropriate information systems and records necessary for attainment of campus performance objectives addressing each Academic Excellence Indicator.

Develop a working knowledge of state assessment programs with implications for special populations and subgroups.

Direct and manage extracurricular programs.

Interview, select and orient new staff and approve assignment of campus personnel.

Define expectations for staff performance regarding instructional strategies, classroom management and communication with the public.

Observe employee performance, record observations, and conduct evaluation conferences with all staff.

Make recommendations relative to personnel placement, transfer, retention, promotion, non-renewal, and dismissal.

Confer with subordinates regarding their professional growth; work jointly with them to develop and accomplish improvement goals.

Involve campus staff in the planning of staff development activities.

Regular attendance; must be willing and able to report to work at designated site

on a regular daily basis according to the established work schedule.

Comply with district policies, as well as state and federal laws and regulations affecting the school.

Develop, implement, manage and monitor grants appropriate to campus.

Develop budgets based upon documented program needs, estimated enrollment, personnel and other fiscal needs; implement programs within budget limits; maintain fiscal control; accurately report fiscal information, including management of actual funds.

Work with the facilities manager to monitor the use of school facilities; monitor maintenance of facilities to ensure a clean, orderly and safe campus.

Routinely inspect building(s) and campus grounds to identify potential health and/or safety hazards.

Work with faculty and encourage student input to develop a student management system that results in positive student behavior and enhances the school climate.

Promote a character education program for students that embodies Montessori character traits essential to student success in academics and life, while preparing students to be active participants in a democratic society.

Ensure that school rules are uniformly observed, and that student discipline is appropriate and equitable.

Conduct conferences with parents, students, and teachers concerning school and student issues.

Use information and insights provided through assessment instruments, the district appraisal process, and evaluative feedback from administrative staff and professional development programs to improve performance.

Provide leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.

Observe professional ethical standards in accordance with generally accepted

community standards and the code of ethics.

Articulate the school's mission to the community and solicit its support in realizing the mission.

Demonstrate awareness of school/community needs and initiate activities to meet those identified needs.

Use appropriate and effective techniques for community and parent involvement.

Perform other duties and responsibilities as assigned by the superintendent.

SUPERVISORY RESPONSIBILITIES:

Supervise and evaluate the performance of teachers, assistants, administrative support staff, counselor(s), Special Education and its support staff. Meet weekly with the Superintendent/CEO to provide feedback and collaborate in areas of opportunity for the school.

WORKING CONDITIONS:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate campus functions; maintain emotional control under stress.

Physical Demands/Environmental Factors:

Occasional travel; frequent prolonged and irregular hours; prolonged sitting, standing and walking; work inside and outside.

School district employees may be required to work from home and use their personal electronic devices.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Must complete the application on our website at

<https://hros.websmartsolutions.org/P/KqhLfA1N4NTPSfbRU0YB;jsessionid=76FFB9FD75287F470D8EEFCCC3090B81>

Equal Opportunity Employer

Goodwater Montessori Public Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, or disability. In addition to federal law requirements, Goodwater complies with all applicable state and local laws governing nondiscrimination in employment.