

JOB DESCRIPTION

EMPLOYER: Patrick Henry School of Science and Arts, Richmond, Virginia.

POSITION TITLE: Principal – Elementary

POSTING NUMBER: 6001

DESCRIPTION: Dynamic, innovative, qualified leader who will help create and fulfill the mission of Virginia's first charter elementary school. Patrick Henry School of Science and Arts' mission is to establish and maintain a kindergarten through fifth-grade school based on meaningful parental, educator, and community involvement. The school will provide the children of Richmond's diverse community with an academically rigorous science and arts- based integrated curriculum that emphasizes environmental awareness and social responsibility.

QUALIFICATIONS: EDUCATIONAL & PROFESSIONAL:

Minimum master's degree in education or educational administration

Doctorate in education preferred

Minimum of eight years teaching experience

Minimum of three to five years of school administration experience

Postgraduate professional license and appropriate level endorsement as a school principal

Virginia administration and supervisor certifications

Completed Principal Insight Assessment

Experience in exceptional education and implementing IEPs, and thorough understanding of IDEA regulations

CURRICULUM AND EDUCATIONAL STANDARDS:

Experience in implementing an integrated curriculum

Knowledge of charter school legislation and policies

Considerable knowledge of how to effectively integrate the skills and processes required by the Virginia Standards of Learning (SOL) into curriculum

ADMINISTRATION OF SCHOOL PROCEDURES & POLICIES:

Experience in school planning, fiscal management, budgeting, facilities management, scheduling staff development, and supervision and evaluation of staff

COMMUNITY AND STUDENT DEVELOPMENT:

Demonstrated instructional leadership skills and knowledge of how to motivate, provide development opportunities for, and evaluate a diverse staff and students

Ability to establish and maintain effective working relationships with students, school staff, parents, the community, business representatives, and central office staff

**PERFORMANCE
EXPECTATIONS:**

CURRICULUM AND EDUCATION:

Provide educational and instructional leadership in a cooperative and collaborative manner that interprets, initiates, and implements the vision, mission, goals, and objectives of PHSSA

Achieve established yearly goals (AYP), provide a safe and nurturing school environment, and ensure that every student makes academic progress

ADMINISTRATION OF SCHOOL PROCEDURES AND POLICIES:

Act as a liaison between PHSSA Board of Directors and school staff and attend all board meetings

Supervise the preparation of reports, records, lists, student and staff handbooks, and all other documentation appropriate to the school's administration

Appoint a School Planning and Management Team and, if necessary, devise and implement a School Improvement Plan with specific, measurable outcomes

Attend extracurricular activities and ensure the maintenance of a safe and secure environment

COMMUNITY AND STUDENT DEVELOPMENT:

Know each student personally and actively engage parents and the community in the life of the school

Help to attract key corporate executives for sponsorship, financial resources, and in-kind gifts

Establish and maintain effective relationships with local community and business groups to foster understanding and solicit support for overall school objectives and programs

Assist board in conducting an annual survey to determine stakeholder satisfaction

Partner with PTA in fundraising and development projects

REPORT TO:

PHSSA Board of Directors

HOW TO APPLY:

All Applicants (including Richmond Public School employees) must submit an online application. **Paper applications will not be accepted.** Please access the website at www.teachrichmond.com and submit the following information with your online application:

Upload (1) a letter of interest with posting number, (2) a current resume, and (3) the names of three professional references.

Applicants who do not meet the minimum qualifications for the position or who fail to submit all requested information by the deadline date will not be considered.

Completed applications will be kept on file for one year. You may renew your application annually. Richmond Public Schools will conduct a background investigation, fingerprinting, tuberculosis screening, and drug testing as a condition of employment. Equal Opportunity Employer.

SALARY:

Range \$70,000 – \$90,000

LENGTH OF CONTRACT:

This is an eighteen month initial contract position. Subsequent contracts are one year.