

**JOB TITLE: SCHOOL PRINCIPALS (ELEMENTARY, MIDDLE SCHOOL, HIGH SCHOOL)**

**ZIMBRICH, JOSEPH, KODAK CAMPUS**

**IMMEDIATE SUPERVISOR:** *Director of School Leadership & Accountability*

**School Description:**

Eugenio María de Hostos Charter School is a K-12 school, serving over 900 students. EMHCS offers a dual language program in grades K-2 and a Spanish Language Arts program for grades 3-12. Our school is fortunate to have staff, students and parents working together to create partnerships for learning. It is the mission of the Eugenio María de Hostos Charter School to create a safe and nurturing community of learners where students earn the Seal of Biliteracy (English and Spanish), learn to advocate for social justice and are prepared to enjoy and access what the world has to offer.

**Summary of Position:**

The role of a principal is to be the instructional leader of the campus and provide leadership in the daily activities and operations within the school. Principals will oversee the curriculum, assessment, and evaluation of teachers and support staff. Principals will observe teachers and their teaching methods, monitor students' academic growth, and analyze data to be shared with all stakeholders. The principal will work with the Assistant Principal, Coaches, and Teaching Teams to deliver the highest standards of education.

**Essential Functions:**

The Principal exhibits and utilizes professional knowledge effectively.

The Principal will:

- Work in collaboration with HR Manager and Directors in the selection and assignment of personnel based on knowledge of ability, qualifications, past performance, and school needs
- Demonstrate knowledge of best teaching practices, curriculum, and assessment that will promote high academic achievement for all students
- Ability to implement EL Education framework and the EL Workplan under the leadership of the Director of Academics and Related Services and EL Coach
- Lead curriculum development, and accountability conversations based on student growth that will increase staff expertise
- Implement the EMHCS-approved curricular scope and sequence in the school setting
- Administer systematic and effective methods of objectively monitoring student progress
- Demonstrate knowledge of multiple measures of data (demographic, perception, school process, and student learning) analysis and how to use the information to improve teaching and learning to meet and exceed outcomes
- Utilize test results in analyzing program effectiveness and identifying areas needing improvement
- Evaluate progress toward instructional and professional goals to ensure continuous improvement

The Principal utilizes effective strategies and activities in the performance of job responsibilities.

The Principal will:

- Effectively supervise the instructional staff through frequent and ongoing EL learning walks, walkthroughs, observation, and evaluation
- Provide an effective community of learners that promotes citizenship, social justice, Seal of Biliteracy, and College and Career readiness
- Act as a role model for expected staff behavior by demonstrating leadership, management, and instructional skills
- Implement an effective orientation program for newly assigned personnel
- Manage campus budget in accordance with school's system regulations and board policies and legal requirements

- Establish and clearly communicate the teacher evaluation and support system

The Principal effectively plans and prepares for job responsibilities.

The Principal will:

- Develop and implement administrative procedures consistent with federal law, state school law, Charter Association, and local school board policy
- Promote the integration of community resources to enhance school programming and curriculum
- Provide for the maintenance of accurate and current personnel, student, and fiscal records
- Develop and implement administrative procedures consistent with federal law, state school law, state board of education, and local school board policy
- Establish and/or maintain safety and security arrangements for campus facilities and equipment
- Supervise health, guidance, and attendance services for all students
- Effectively monitor expenditures for their campus budget
- Work in collaboration with Directors and CEO to ensure accurate and efficient preparation of the accountability report and board and committee presentations
- Monitor student and staff activity accounts

The Principal exhibits effective human relations skills within the educational environment.

The Principal will:

- Promote, develop and maintain positive staff morale
- Engage in an ongoing, courageous, and honest process of self-critique and self-awareness to identify and examine their own patterns and others' patterns of unintentional and intentional social biases
- Coordinate campus-based parent engagement activities and promote and participate in school-wide parent events
- Provide appropriate orientation and induction programs for teachers and staff members
- Demonstrate and monitor the fair and equitable treatment of all teachers, staff, and students

The Principal effectively interacts with students.

The Principal will:

- Effectively communicate to all students' high expectations for student achievement and EMHCS requirements
- Maintain adequate student discipline through the implementation of the EMHCS Code of Conduct
- Monitor adequate supervision and acceptable student behavior at all sanctioned and sponsored events
- Implement opportunities for students and student organizations to give meaningful and appropriate input to the operation of the campus
- Demonstrate an understanding of students and the diversity of their needs
- Demonstrate fair and equitable treatment of all teachers, staff, and students

The Principal communicates with others.

The Principal will:

- Define, articulate and promote the internalization of a school's mission and vision
- Implement an effective process of reporting student progress to stakeholders
- Communicate effectively both orally and in writing to the school community and stakeholders
- Effectively communicate and support the management team decisions and school board policies
- Provide for systematic, two-way communication with teachers, staff, parents, and the community

The Principal manages time effectively.

The Principal will:

- Ensure the student and teacher schedules are developed which promote school objectives and minimize conflict
- Establish clear rules and expectations for the use of time allocated to instruction
- Complete assigned tasks on time
- Respond to written and oral communication within 48 hours

**Other Responsibilities:**

The Principal will:

- Perform other such tasks and assume such other responsibilities as assigned by the immediate supervisor

**Requirements:**

- Ability to perform each essential function effectively
- Ability to read, write and interpret documents such as curriculum guides, budgets, test results, labor contracts, grant applications, statutes, and policies
- Ability to understand and generate written memorandums, employee evaluations, and correspondence with business and public contacts
- Ability to manage multiple responsibilities at once and meet deadlines
- Ability to establish priority ordering of tasks necessary to complete a project and convey these understandings and priorities to others
- Ability to employ logical sequencing, troubleshooting, problem-solving, and decision-making skills
- **Ability to utilize computers and technology efficiently**
- Ability to manage and lead staff and support student needs
- Must have excellent communication skills
- Ability to maintain productive relations and a positive attitude towards students and families
- Maintain good attendance and punctuality
- Must be able to interact positively with others and work collaboratively
- Must be sensitive to each family's values, beliefs, traditions, and cultural influences

**All employees of the Eugenio María de Hostos are expected to demonstrate:**

- A commitment to the vision and mission of the school
- Acceptance, appreciation, and respect for cultural diversity
- A commitment to continuous professional growth
- A commitment to work cooperatively and effectively with other staff members
- A sense of flexibility in working with an expanding school
- A commitment and passion for improving the education of children
- The ability to reflect on one's own performance

**Education / Experience:**

- Master Degree
- Five (5) years of appropriate teaching experience
- New York State Teacher Certification
- Minimum of two (2) years of leadership experience as a teacher and/or school administrator
- New York State Certification for School Administration/Supervisor (SAS) or School Building Leader (SBL) preferred
- Ability to communicate in both English and Spanish preferred
- Must have a working knowledge of computers and their capabilities

**Physical Demands:**

This position does require occasional standing, squatting, frequent sitting, and lifting of up to approximately 10lbs.