



Position Guide
PRINCIPAL – Fairmount Campus

Position Guide written: April 2020
Reports to: Head of School

POSITION DESCRIPTION

The Principal is responsible for developing and sustaining a growth focused and data informed faculty culture. She/he is the key leader directly responsible for the success and nurture of the campus.

The Principal is responsible for faculty evaluation, coaching, and development through a professional growth program at the campus and total school levels. She/he oversee the academic program of study and are involved in student concerns and academic progress, student recruitment, budgeting, and parent and community relations. While the primary responsibility is at the campus, she/he participates in the Senior Leadership Team which guides the vision and direction for the entire City School.

Qualifications

- Demonstrated vision and experience in Christ-centered educational excellence
- School leadership experience preferably in an urban context
- Shares a dynamic spirituality that understands and respects varied spiritual streams
- Proven ability to develop a faculty team and build a kind and collaborative culture
- Is committed to diversity, intercultural competence and a culture that is anti-racist
- Ability to use data to measure and achieve further progress in academics and school culture
- Builds strong relationships with colleagues, students and parents
- Has strong communication skills – oral, written and listening
- Understands budgets and following the budget
- Understanding of faith formation of elementary students with a commitment to shalom as a focus and school alignment
- Love of Christ and love of children
- Commitment to the educational philosophy of the school
- Strong computer proficiency
- School leadership experience, Master’s Degree and Principals Certification or willingness to earn certification

Regular Duties and Outcomes –Satisfactory performance is achieved when:

1. A positive school culture is developed and maintained, where students respect staff and each other
2. Students are performing at or above grade level and/or show one year of growth each school year as measured by a national test (such as Terra Nova)
3. Student retention is at an acceptable level and enrollment goals are achieved
4. Teachers are evaluated, supported and coached to achieve further levels of excellence

5. The campus budget is developed and given to the CFO in expected timelines
6. The campus has good communication with parents and parents are involved with and feel connected with the school
7. The Principal is visible in the school
8. Teachers are coached and supported in restorative discipline with students and the Principal is involved in student discipline when necessary
9. Teachers are coached in teaching students at varied educational and ability levels
10. Through symbols, quotes and the quality of relationships across cultures and races the school communicates a culture of anti-racism and intercultural competence
11. New students and parents feel welcomed to the school
12. Appropriate community involvement is demonstrated
13. Brings value through sharing in the Senior Leadership Team
14. Faith formation happens in the lives of students and shalom is a focus of the campus and brings alignment with the other campuses
15. Teacher follow the school curriculum and students reach expected levels of achievement
16. Other duties to advance mission and vision, as assigned

Interested candidates please submit an application to Fairmount Office Manager, Dionne Delaney ddelaney@cityschool.org that includes the following:

- Resume
- Cover letter
- Educational philosophy statement
- Christian faith statement