



## FOUNDING HEAD OF SCHOOL

### ROLE DEFINITION

The Founding Head of School serves as visionary educational and academic leader responsible for managing the policies, regulations and procedures necessary to create a high performing school where all scholars are prepared for college and the world beyond. The position is also responsible for developing and maintaining a trusting and openly communicative environment among all stakeholders, including students, families, staff and board members.

### ESSENTIAL FUNCTIONS

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

#### ***Instructional Leadership:***

- Support, coach and evaluate teachers to ensure the use of research-based IB instructional practices focused on student achievement via appropriate differentiation, interventions and enrichment.
- Establish and maintain a culture of high academic expectations and college preparation for all students.
- Ensure the vertical and horizontal articulation of a rigorous, college-preparatory curriculum.
- Analyze data to plan school-wide initiatives and instructional practices that ensure learning for a diverse group of scholars.
- Support the data-driven creation of Individual Learning Plans that are ambitious yet attainable.
- Provide thoughtful feedback on lessons, assessments, and instruction that build scholars' basic skills and higher order thinking skills.
- Work with VBCPS to create and execute a yearlong schedule for professional development.
- Ensure professional development aligns with the mission, vision, and goals of the school.

#### ***School Culture***

- Set a vision and inspire a school-wide culture which builds an exceptional academic, social, and emotional public school experience for scholars
- Build positive relationships with scholars and their families grounded in the belief that all scholars can achieve at high levels.
- Establish a strong school culture based on the vision, mission and philosophy of the school articulated in GRC charter.
- Create a safe, secure, orderly, and productive learning environment.
- Model and promote respect for the diversity of student backgrounds, experiences, developmental and learning needs.

#### ***School Operation:***

- Oversee the day-to-day management of the school site with a commitment to ensuring the health and safety of students, faculty and staff.
- Ensure the school runs smoothly, efficiently and within budget.
- Work with network staff to hire highly qualified and mission-driven teachers and staff.
- Ensure compliance with Virginia Department of Education and VBCPS regulations and requirements.



**KNOWLEDGE, SKILLS AND ABILITIES**

Comprehensive knowledge of the practices, methods and techniques used in the leadership, administration and supervision of a charter or high school; knowledge of and commitment to a college preparatory environment; thorough knowledge of the charter schools strategic plan goal and objectives for student outcomes; thorough knowledge of prescribed board policies and procedures; thorough knowledge of the framework for curriculum and learning plans; thorough knowledge of a balanced assessment system; skill in oral and written communications; ability to motivate others to reach their fullest potential; and ability to establish and maintain effective working relationships with school officials, students, parents, teachers, support staff and associates.

**EDUCATION AND EXPERIENCE**

Master's Degree in education administration, considerable years of administrative and educational experience and licensure as a building level principal through the Commonwealth (Administration and Supervision, PreK-12 endorsement) required.

**PHYSICAL REQUIREMENTS**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

- Must have or be able to obtain the IB and AVID certification prior to assuming the position
- Possession of a valid driver's license

FLSA status: Exempt	Description Developed: 3/13
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