

Peak to Peak Charter School Secondary Principal

All employees and volunteers at Peak to Peak work together to fulfill the Peak to Peak mission statement. The thoughts reflected in this description provide structure to the responsibilities and accountabilities for this position; however, Peak to Peak expects to employ professionals who will work beyond job descriptions, creating both a fulfilling career environment and very successful outcomes for our students. Values we hold high are: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see them evidenced in our staff, parents, and students.

Role Definition:

The secondary principal reports to the K-12 executive principal and serves as a non-voting member of the board. The secondary principal serves as the academic leader of the secondary school and oversees the counseling center, activities and athletic director and secondary teachers. The person holding this position is also responsible for the development and maintenance of a trusting and openly communicative environment among all the stakeholders.

Key Responsibilities:

1. Serves as the academic leader of the secondary school

- Implements the middle and high school curriculum, instruction, and assessment in a manner consistent with Peak to Peak's mission statement
- Participates in ongoing curriculum evaluation and mapping and development
- Participates in vertical teaming initiative throughout the 6-12 program, and supports vertical teaming throughout the K-12 program
- Represents Peak to Peak and communicates its mission and programs to the school community and to the community at large as well as to the District Leadership Team and to the BVSD middle school and high school principals; attends district meetings on a regular basis
- Interacts with Peak to Peak's elementary school principal and executive principal to ensure consistency and harmony between the school levels
- Serves as building administrator for after school events

2. Fosters a positive and cooperative team atmosphere, and sets clear, positive expectations for all staff while leading and supervising direct reports, including

- Secondary teachers
 - Leads the faculty to ensure the delivery of curriculum through appropriate instructional approaches, serving the various learning styles and needs of Peak to Peak students
 - Ensures that the faculty follow all policies established by the board of directors and complies with relevant BVSD and state requirements
 - Leads formal and informal teacher observations; completes formal evaluations for direct reports
 - Mentors teachers directly or provides for mentoring in instructional approaches, classroom management and character role modeling

- Determines teacher class assignments
 - Counseling Center, ensuring that Peak to Peak's strategic plan is implemented appropriately with respect to college planning, academic advising and social/emotional counseling; with the counselors, facilitates the resolution of crisis situations
 - Dean of Students
 - Secondary Librarian
 - Secondary paraprofessionals
 - Special Services department
- 3. Participates in hiring for all direct reports**
 - 4. Supports the executive principal in developing and maintaining the school improvement plan (accountability plan)**
 - 5. With the staff, facilitates the resolution of any problems that arise between teachers, students and parents**
 - 6. Coordinates the Advanced Placement Program**
 - 7. Implements positive school culture at the secondary level**
 - Interacts with school community members to build supportive relationships
 - Facilitates ongoing communication between faculty and administration
 - Fosters communication and collaboration among faculty, staff, parents and students to support school goals; encourages participation from all stakeholders in school programs and activities
 - 8. In cooperation with the dean of students, ensures effective supervision of the secondary student body at all times**
 - 9. Manages assigned budgets within parameters established by the executive principal and the director of operations**
 - 10. Participates in open enrollment and attends school events as necessary**
 - 11. In consultation with the faculty and executive principal, develops placement guidelines and revisions as necessary for courses offered by Peak to Peak**
 - 12. Participates in the Building Leadership Team (BLT) to guide secondary program development and maintenance; provides administrative management to secondary programs**
 - 13. Prepares required reports for the BVSD related to assigned programs**

Credentials/Experience and Abilities Required:

- Master's degree in education required
- Minimum of two years teaching experience required
- Administrative experience in a school setting required
- Demonstrated knowledge of school law

- Willingness to obtain continuing education as needed to perform well in the position
- Demonstrated experience in the instruction of students with varied learning styles and levels of mastery
- Commitment to Peak to Peak's mission and vision
- Demonstrated flexibility and experience in effectively solving challenging problems through a positive, collaborative approach
- Demonstrated responsiveness to accountability requirements and strategic planning
- Expert-level written and oral communication skills
- Strong interpersonal and team building skills
- Excellent organization skills and consistency in meeting deadlines
- Knowledge of and commitment to Advanced Placement courses and a college preparatory environment
- Knowledge of and commitment to character development
- Demonstrated initiative and skills in the following areas: relationship and community building, educational leadership, communication, conflict resolution, creativity, problem solving, decision making and time management
- Entrepreneurial outlook and charter school commitment

Application:

Please obtain the application for this position a description of the application process through the Peak to Peak website at www.peaktopeak.org.