



“The World Is Our Family”
A North Carolina Public Charter School

Position Description

Position Title: K-12 Principal

FLSA: Exempt

Reports to: Head of School

Carolina International School opened its doors in 2004 as a public charter school committed to environmental and global education. Our mission is to nurture students’ natural curiosity and joy of learning while achieving academic excellence through a challenging, interdisciplinary, international curriculum. We have a holistic approach to education as we focus on developing caring and compassionate students and global citizens. This practice prioritizes the full scope of a child’s developmental needs to advance educational equity and ensure that every child reaches their fullest potential. Service is at our very core as a school community actively seeking ways to help others. With open arms, we embrace the rich diversity found in our community and around the world. We are grateful to operate on a beautiful campus spread over 82 acres nestled in historic Concord, North Carolina. We are conveniently located just outside of Charlotte, North Carolina: home to world-class museums, restaurants, a budding arts community, five professional sports teams, and endless opportunities for family fun.

Carolina International School is seeking an experienced school administrator to partner with our leadership team and faculty to support the mission and core values of our school. This is an ideal opportunity for a dynamic individual to play an integral part in growing and shaping the future of CIS.

Instructional Leadership & Faculty Supports

- Provide exemplary leadership and support to all faculty members to achieve outstanding performance in preparing our students for future performance including requirements for academic accommodations in partnership with the leadership team.
- Implement effective assessment systems and use data to inform decisions in grades K-12.
- Lead all aspects of curriculum development, assessments, ensure that all school programming is in alignment with state guidelines, and standards developed by the school leadership team.
- Hold primary responsibility for staff observations, curriculum development, and faculty communication.
- Manage NCEES evaluations, retention, and faculty professional development.

Community Engagement & School Culture

- Foster a positive academic environment through consistency and clear expectations.
- Collaborate with school faculty to support students’ academic needs, programming, socio-emotional development, and advocate for student support services.
- Communicate regularly with families, ensuring they are kept involved with and held accountable for their children’s performance, and correspond about school policies, trips, and events.
- Respond to family concerns promptly and effectively.

Additional Duties/Responsibilities:

- Participate in meetings, including but not limited to monthly Board of Director meetings, committee meetings, school leadership meetings, professional development days, and faculty meetings.
- Collaborate with the Head of School to fulfill federal grant requests and serve on school grants committee.
- Other specific duties as discussed with the Head of School.

Job Qualifications:

- Current licensure in educational leadership or ability to obtain licensure in the State of North Carolina.
- Minimum 7 years teaching experience or 2 years instructional leadership role, such as Assistant Principal, Dean, or another equivalent role.
- Master's degree in education is preferred.
- Prior experience at a charter school is preferred.

Salary and Benefits: Carolina International School offers competitive salaries commensurate with experience and a comprehensive benefits package that includes the North Carolina State Teacher Retirement Plan, State Health Insurance Plan, Dental Plan, Flexible Spending Plan options, and opportunities for professional development. All full-time faculty and staff members are equipped with a laptop computer, email, and all necessary supplies to fulfill the responsibilities of this position.

Working Conditions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The worker is subject to inside and outside environmental conditions, and atmospheric conditions.

Statement of Understanding:

This is a supervisory position. This position may be required to participate in all local emergency response activities as deemed necessary during emergencies and exercises. The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. This position description does not constitute a contract for employment. *I have read the position description and agree to accept and carry out these responsibilities and other duties as assigned.*

To Apply: Candidates may apply for this position by submitting the following materials as separate PDF attachments in a single email addressed to Joseph Canty, Head of School at CIS at employment@ciscomets.com.

- Cover letter expressing your specific interests in Carolina International School;
- Current resume;
- One-page statement of educational philosophy;
- Three letters of recommendation. *References will be contacted only with the candidate's permission.*

CIS is an Equal Opportunity Employer. We embrace diversity and do not discriminate on the basis of age, disabilities, gender, race, color, religion, national or ethnic origin, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. *CIS participates in the state retirement system and state employees' health care system.*

Carolina International School

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