**Cultivating  
Engaged  
Learners**

**Principal Position**

**Salary:** $60,000 to $85,000  
**Reports to:** Board of Directors

**Overview of Role:** Lakeside Charter Academy is seeking and experienced educational leader and chief administrator committed to furthering student achievement; plan and direct the instructional programs and school operations; participate in staff, student and community activities; organize, direct, evaluate and supervise staff

**QUALIFICATIONS:**

* Master’s Degree and certification in school administration, educational leadership, or a related field, previous experience as a principal or a similar role, as well as three (3) years of educational experience.
* Belief that all students, regardless of background, have the ability to go to and through college
* Demonstrates commitment to the school’s unique community
* Ability to set direction for a team and motivate others to action
* Demonstrates ability to create inclusive environments that honors and supports a diversity of backgrounds and perspectives
* Adept at data analysis; ability to extract meaningful insights across school-wide data
* Expertise in what the school-wide academic standards and state assessments require of students’ knowledge and skills to demonstrate mastery
* Able to translate student mastery requirements into instructional plans and strategies
* Deep understanding of appropriate application and differentiation of high-leverage instructional strategies based on comprehension of child development and pedagogy
* Expertise in cultivating relationships and managing a diverse group of stakeholders
* Demonstrates resilience and focus on student outcomes

**ROLES AND RESPONSIBILITIES**

* Organizational and Management
  + Supervises the day-to-day operations of the school
  + Monitors the needs of the school program and solves promptly
  + Performs other duties as needed to support the everyday functioning of the school
* Finance
  + Oversees income and expenses; working closely with the Business Manager to ensure the school remains within the approved budget
  + Works with the Board/Finance Committee to prepare the annual budget each year
* Relationship with the Board of Directors
  + Submits the monitoring data as required by the Board in a timely, accurate, and understandable fashion
  + Implements Board policy and decisions
  + Proposes effectual policies and changes as they relate to school operations
  + Keeps Board informed of relevant issues concerning the school
  + Performs effectively on various sub-committees when required
  + Follows and promotes the philosophy, vision and mission of the school
* Family Constituency
  + Encourages frequent participation of families within the school program
  + Represents the school at family and community activities as able
  + Is available to meet with families and other interested people
  + Communicates regularly with the Lakeside community
* Instructional Leadership
  + Keeps informed about all instructional aspects of the school
  + Stays up-to-date on the latest political, educational, and cultural issues affecting the school
  + Encourages the professional growth of the faculty through in-services, workshops, conferences, class visitations, etc.
  + Oversees discipline policy administration
  + Ensures the use of established curriculum
  + Oversees staff and student scheduling
* Faculty-Administration Relations
  + Interviews, hires, and terminates staff as needed; works with HR
  + Works to organize and execute a plan for staff evaluation, improvements, recognition and assignments
  + Keeps faculty and staff informed of all pertinent information regarding school business and plans
  + Monitors team morale and helps develop positive relations among faculty and staff
  + Works closely with Assistant Principal on yearly teacher evaluations
  + Makes regular informal visit to each classroom
* Professional and Personal
  + Understands the Principal is the public face of the Lakeside Charter Academy
  + Pursues personal and professional development
  + Maintains high standards of personal ethics and guidelines
  + Sets a high professional example for the staff
* Marketing and Public Relations
  + Works closely with Marketing Committee to coordinate enrollment of new and existing students
  + Fosters and maintains proper relations with other schools and local businesses
  + Participates in relevant charter training and meetings
* Revenue Generation
  + Works to find alternative revenue streams that may be available to the school
  + Oversees the use of any incoming money through the budget process

**SKILLS AND KNOWLEDGE**

* Demonstrates enthusiasm and commitment toward the job and the mission of the Lakeside Charter Academy
* Demonstrates the ability to lead people and get results through others
* Establishes excellent interpersonal skills between all constituents: being courteous, professional, and helpful
* Demonstrates a high level of interpersonal skills to handle sensitive and confidential situations
* Position continually requires demonstrated poise, tact, and diplomacy
* Works and interacts with individuals at all levels of the organization
* Thinks ahead and plans over a 1-2 year time span
* Has the ability to organize and manage multiple priorities
* Has the ability to consistently be at work, to arrive on time, to follow instructions, to respond to management direction and solicit feedback to improve performance
* Looks for ways to improve and promote quality and demonstrates accuracy and thoroughness
* Strives to research, evaluate and implement best practices
* Ability to work with large amounts of data, to interpret data, to detect errors, and prepare reports
* Is able to coach and manage the performance of others
* Possesses strong customer and student orientation
* Is proactive and takes initiative
* Thinks creatively and has out-of-the-box solutions
* Drives projects to completion
* Insists on the highest level of quality

**EVALUATION:** Performance will be evaluated in the NC Educator Effectiveness System, in accordance with provisions of the Board’s policy on evaluation of personnel.

*Lakeside Charter Academy is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*