



## JOB DESCRIPTION

Pine Springs Preparatory Academy, a charter school located in Holly Springs, NC, is seeking an outstanding school leader to lead our Middle School. The Middle School Principal position is an exceptional opportunity to serve as the lead administrator of a high-achieving school and to continue the tradition of academic excellence and positive school culture that Pine Springs Prep has become known for over the past decade.

<b>TITLE</b>	Middle School Principal
<b>SUPERVISES</b>	Middle School Staff Middle School Academic Programs
<b>REPORTS TO</b>	Chief Academic / Operating Officer
<b>JOB GOAL</b>	<p>The Middle School Principal serves as the leader of the PSPA Middle School, managing the day-to-day operations of the school that include but are not limited to academic programs, ensuring instructional quality, school events, budgets, athletics, and community partnerships.</p> <p>Promote the educational development of each student and the professional development of each staff member. Fosters a positive, safe environment that is conducive to best meeting the needs of all students, staff, and parents. This includes such responsibilities as: leading, directing, counseling, and supervising a variety of personnel and programs; creating effective parent, teacher, and child communications; supporting, encouraging, mentoring, and evaluating staff; fostering teamwork between teachers and among staff and parents.</p>

<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>● School leadership experience: teaching and/or administrative</li><li>● Excellent communication and collaboration skills</li><li>● School Budgeting and financial experience</li><li>● Well-developed conflict resolution skills</li><li>● Charter school experience and/or working with a rigorous curriculum model is a plus</li><li>● Experience in the evaluation, coaching and training of certified and non-certified staff</li><li>● Positive attitude that promotes teamwork and collaboration</li><li>● Middle or High school experience preferred</li><li>● Master's degree required</li><li>● Minimum of 5 years of teaching experience</li><li>● Minimum of 3 years of leadership experience</li></ul>
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<b>ESSENTIAL JOB DUTIES</b>	<ul style="list-style-type: none"> <li>● Build a team of education professionals. Screens, selects, directs and evaluates the performance of Middle School staff.</li> <li>● Supervise and conduct personnel administration duties for direct report subordinates including hiring recommendations, evaluations, assigning special duties, monitoring attendance, and granting leave.</li> <li>● Relates to students and parents with mutual respect while carrying out a positive and effective discipline policy.</li> <li>● Communicate effectively with the business and residential community and participate in civic activities.</li> <li>● Motivates employee performance and enhances morale.</li> <li>● Administers the Board-approved budget for the Middle School.</li> <li>● Demonstrates positive attitude toward job and remains a flexible and innovative team builder.</li> <li>● Promotes use of assessment data for the purpose of improving student achievement</li> <li>● Helps develop master schedules.</li> <li>● Ability to visualize and implement change.</li> <li>● Perform other related duties as needed and assigned.</li> </ul>
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<b>SKILLS &amp; COMPETENCIES</b>	<ul style="list-style-type: none"> <li>● Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.</li> <li>● Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.</li> <li>● Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc. using prescribed formats.</li> <li>● Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.</li> <li>● Requires the ability to build working relationships and collaborate with external organizations who will be providing academic support to school.</li> </ul>
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<b>WORKING CONDITIONS</b>	<ul style="list-style-type: none"> <li>● Full-time, twelve-month, position that will require occasional availability and on-site support evenings and weekends.</li> <li>● Travel between other school campuses is required.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle.</li> <li>• Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.</li> </ul>
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### **Additional Requirements:**

1. Follow all rules, policies and procedures of Pine Springs Preparatory Academy, along with state and federal regulations pertaining to all school issues.
2. Knowledge of NC high school graduation and academic standards and rules.
3. Lead in planning, developing, coordinating and evaluating the operations of the Middle School. Conceptualize the broad goals and vision of the school and plan accordingly to ensure that procedures and schedules are implemented to carry out the total school program.
4. Identify annual objectives for the instructional, extra-curricular and athletic programs of the school. Involve the faculty and others in the development of specific curricular objectives to meet the needs of the school program in alignment with state requirements.
5. Maintain up-to-date student performance data to evaluate student progress in the instructional program. Supervise and appraise the performance of the school staff in accordance with state and local requirements.
6. Maintain inter-school communications and seek assistance from administrative staff to improve performance; maintain good relationships with students, staff and parents; comply with established lines of authority.
7. Create a collaborative work environment utilizing site-based management that promotes continuous improvement and emphasizes a sense of community.
8. Provide structures for the development of an effective professional learning community aligned with the school improvement plan, focused on results.
9. Perform other duties and responsibilities as requested by the Chief Academic / Operation Officer and/or Superintendent.
10. PSPA is seeking to fill this position immediately.

### **How to Apply:**

Interested candidates are requested to submit a letter of interest that includes why they are uniquely qualified for this exciting position, along with a resume, to:

Michelle Cardillo  
 HR Manager  
 Pine Springs Preparatory Academy  
[mcardillo@pinespringsprep.org](mailto:mcardillo@pinespringsprep.org)