



Job Posting:

School Principal

THE SCHOOL

Crater Lake Charter Academy (CLCA) is an Oregon nonprofit corporation, based in the famous Rogue Valley region of Southern Oregon. Founded in 2014, CLCA is an Oregon public charter school, supporting student development through a blend of an online curriculum system and an physical learning center. There are 300 students enrolled at CLCA, from kindergarten through high school, who are supported by a team of professionals, both certified and paraprofessionals.

PROGRAM: Crater Lake Charter Academy

POSITION: School Principal / Administrator for Instruction and Curriculum

COMPENSATION: Pay Rate: \$74,977 - \$83,798, depending on experience

HOURS: Full Time (40 hours per week / 260 days per year)

OPENING DATE: February 25, 2019

APPLICATION PROCEDURE:

1. Application
2. Letter of interest
3. Resume' of qualifications

CLOSING DATE: Screening begins March 29, 2019, position open until filled

POSITION START DATE: July 1, 2019

EMPLOYER WEBSITE: www.craterlakecharter.org/employment

PURPOSE: Serving as the lead administrator for operations of instructional programs and development and implementation of curriculum. The Principal supports the daily instruction of students for the school, with use of leadership, supervisory and administrative skills to manage school and promote the education development of each student.

REPORTS TO: Charter Board and School Director

ASSIGNMENT: Academy Campus

QUALIFICATIONS:

- Three years teaching experience at the appropriate level.
- Appropriate Oregon licensure for administrators and teachers through the Oregon Teachers Standards Practices Commission.
- Master's Degree
- Maintain a valid Oregon Driver's License and personal transportation.
- Pass required criminal background check.

ESSENTIAL FUNCTIONS:

- Planning and preparation, instruction, classroom environment, professionalism.
- Plans, teaches and evaluates student performance at a high level.
- Supervision and Evaluation of Licensed and Classified Staff
- Provide Instruction for Students for Student Performance
- Public Relations and Community Liaison
- Team Development

PHYSICAL REQUIREMENTS:

- Requires prolonged sitting or standing.
- Occasional stooping, bending and reaching.
- Requires some travel.

GENERAL RESPONSIBILITIES

Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.

Manage, evaluate and implement effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities and discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, board policies and civil regulations.

- Interpret and administer the programs, philosophy and policies of the state and the School to the staff, students and the community at large.
- Establish and maintain channels for communication and interaction between administration, staff, students and parents.
- Assess and monitor the needs of students and the community and implement changes in schedules, curricular offerings and program(s) to meet those needs.
- Perform staff evaluations and coordinate related in-service for the improvement of instruction.
- Provide consult and leadership to individual students and student groups. Assist in the recruitment, screening, hiring and assigning of certificated and classified personnel.
- Coordinate the development and maintenance of accurate up-to-date inventories of equipment and supplies.

- Develop and administer a system dealing with student discipline that will ensure each student an equal right to learn.
- Plan, develop implement and evaluate Planned Course Statements and goals for all courses offered.
- Coordinate curricular duty assignments to provide the best possible overall educational opportunities and supervision for our students.
- Perform such other tasks and assume other responsibilities as may be required to ensure an educational program that is beneficial to all students.
- Perform such other tasks and assume such other responsibilities as may be assigned by the School Director.
- Establish and maintain harmonious relationships with students, fellow employees, and the general public.
- Support the School Director and the work done by the school's curriculum work.
- Maintain and communicate short and long term vision, mission and goals.
- Organize the school to fulfill the School's vision, mission and goals for student success.
- Organize the school to ensure the safe operation for students and staff.
- Ensure that high quality instruction takes place in all classrooms every day.

The Principal must have strong critical reading and writing skills as they need to be able to read and analyze reports, dis-aggregate data and write reports and memorandums. Principals at all levels must have the ability to motivate staff, have a broad knowledge of a variety of content areas and methodology and be able to analyze data to identify school strengths and weaknesses.

The Principal must be familiar with the values and mores of the community in which they will serve, and develop liaisons within the community to foster the development of positive community relations.

Crater Lake Charter Academy is an Equal Opportunity Employer, and in accordance with Federal and State legislation, including Title IX, title VIII, ORS 659.150, does not discriminate on the basis of race, sex, religion, age, national origin, disability or marital status in employment or educational programs.