

CSCE School Principal 2017-2018 Job Description Updated March 28 2018

Reports to: CSCE Executive Director (ED)

Qualifications: The Principal for the Community School for Creative Education (CSCE) will possess a proven track record of success in the following areas:

- Leadership
- Teaching and Learning
- Strategic Planning
- Administrative Management Internal
- Community Building

Duties and Responsibilities

The school principal shares accountability with CSCE leadership to successfully deliver the stated CSCE annual objective of reaching **50% proficiency in ELA and Math** for all student groups grades 3-8. To achieve this school-wide objective over the next two years, the school principal's duties and responsibilities must align with the following five goals:

- Goal #1: Develop Waldorf-inspired, Common Core-aligned and equity-focused curriculum;
- Goal #2: Test and document Waldorf-inspired, Common Core-aligned practices as measured in student and adult learning outcomes;
- Goal #3: Maintain a well-operated school environment in Operations, HR and Budget;
- Goal #4: Maintain effective community outreach (including parents, community partners, policy and research community); and
- Goal #5: Launch long-term fundraising strategy for scale-up and financial stability.

Specific accountability metrics for these five goals will need to be agreed upon jointly by Principal and ED and will need to be approved by the Board on or before May 17, 2018 .

The specific duties and responsibilities, aligned with the goals, are as follows:

Human Resources (Goal #3)

Guides Hiring Committee, review and selection of all Faculty and Staff, develops employment-at-will agreements, supports and evaluates, disciplines and terminates the same all with final approval from ED:

- CSCE teaching faculty;
- CSCE afterschool staff;
- CSCE support personnel.

Governance and Internal Relations (Goal #3)

- Attends all CSCE Board meetings;
- Supports drafting of the LCAP, educational plan for CSCE Charter Renewal, and MOU;
- Monitors daily Average Daily Attendance and plans accordingly to meet LCAP Attendance goal at 95% .

Budget (Goal #3)

- Manages finance operations to the approved budget;
- Proposes budget realignments to reflect any changes and emergency contingencies when required;

- Presents monthly budget reports to ED with support from Charter Vision.

Educational Leadership (Goals #1 and #2)

- Takes direction and support from the ED
 - On developing, implementing and evaluating a Waldorf-inspired, Common Core-aligned and equity-focused curriculum:
 - Ensures that the CSCE curriculum is aligned to Charter and Common Core State Standards and school mission and infused with Waldorf instructional practices;
 - Ensures that all partnerships are leveraged to strengthen and deepen our unique Waldorf-inspired equity-focused Common Core-aligned program.
 - On testing and documenting Waldorf-inspired, Common Core-aligned practices as measured in student and adult learning outcomes:
 - Implements, and strengthens the Community School's results-oriented Professional Learning Community
 - Guides teachers to build, adapt or adopt standards-aligned performance-based assessments to measure progress towards grade level standards;
 - With staff leadership, develops, implements and monitors the professional development plan for the CSCE whole staff Professional Learning Community;
 - With staff leadership, builds a strong Multiple Response to Intervention (M-RTI) Plan (involving academic and behavioral data), monitors against the plan, conducts school-wide assessment and data collection and builds whole staff capacity and confidence to do the same;
 - Oversees student conferences and reporting;
 - Guides Resource Specialist to support CSCE Special Education department and program as integral part of school-wide program;
 - Oversees implementation of CSCE student discipline policy.

Faculty Supervision (Goals #1 and #2)

- Ensures that each teacher develops a yearly professional development plan;
- Completes twice yearly classroom teacher evaluations in collaboration with ED;
- Ensures all teaching staff are engaged in school-wide cycle of inquiry guided by professional learning community and focused on inquiry questions around data-based instructional improvement and gap closing;
- Ensures that all staff comply with all Special Education Regulations, the CSCE Charter and policies adopted by the CSCE Governing Board;
- Ensures that teachers are implementing strategies and formats adopted by the school with an equity-focused lens through Common Core/Standard-based aligned and Waldorf inspired strategies;
- Ensures that teachers are administering ongoing reading and math assessments to inform their lesson planning and reports to colleagues, parents, ED, Board, and other stakeholder

Effective Community Outreach Family Engagement & Community Outreach (Goal #4)

- Engages in OCO/Waldorf and/or other applicable trainings when offered;
 - Owns and operates progress reports and calendars for high functioning running of the school;
 - Supports ED as needed in
 - outreach to community and education partners
 - policy and research partners
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Long Term Fundraising For Scale Up and Fiscal Stability (Goal #5)

- Principal owns implementation of grant design for common understanding, ownership and strength of execution;
- Works with ED and teachers in design and implementation of opportunities to make CSCE learning visible at local, regional and national conferences.

Physical Demands

- **Frequent:** Sitting, walking, standing, conversing, and listening, reading, writing, close visual work.
- **Occasional:** Lifting and Carrying
- **Infrequent:** Pushing and Pulling
- **Maximum Weights:** Lift 25 lbs/Carry 25 lbs.

CSCE is an equal opportunity employer. CSCE employs staff of any race, color, national or ethnic origin, ancestry, citizenship, religious affiliation, actual or perceived gender, sexual orientation, marital status, veteran status, age, physical or mental disability, or medical condition where the latter do not impair job performance with reasonable accommodations, and accords them all rights, privileges, programs, and activities generally accorded to and made available to staff at the school. CSCE will not discriminate on the basis of any of the above factors, nor any basis prohibited by law.
