

Peak to Peak Charter School Elementary Principal

All employees and volunteers at Peak to Peak work together to fulfill the Peak to Peak Mission Statement. The thoughts reflected in this description provide structure to the responsibilities and accountabilities for this position. However, Peak to Peak expects to employ professionals who will work beyond job descriptions, creating both a fulfilling career environment and very successful outcomes for our students. Values we hold high are: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see them evidenced in our staff, parents, and students.

Role Definition:

The elementary principal reports to the executive principal and serves as a non-voting member of the board. The elementary principal is the primary individual responsible for leading the successful elementary educational program. The person holding this position is also responsible for ensuring a trusting and openly communicative environment among all the stakeholders.

Key Responsibilities:

1. Serves as the academic leader of the elementary school

- Implements the Core Knowledge curriculum, instruction, and assessment in a manner consistent with Peak to Peak's mission statement
- Participates in ongoing curriculum evaluation and development
- Participates in vertical teaming initiative throughout the K-5 program, and supports vertical teaming throughout the K-12 program
- Represents Peak to Peak and communicates its mission and programs to the school community and to the community at large as well as to the District Leadership Team and to the BVSD elementary school principals
- Interacts with Peak to Peak's secondary school principal and executive principal to ensure consistency and harmony between the school levels
- Serves as a building administrator for after school events

2. Fosters a positive and cooperative team atmosphere , and sets clear, high expectations for all staff while leading and supervising the following direct reports:

- Elementary teachers
 - Leads the elementary faculty to ensure the delivery of curriculum through appropriate instructional approaches, serving the various learning styles and needs of Peak to Peak students
 - Ensures that the faculty follows all the policies established by the board of directors and complies with relevant BVSD and state requirements
 - Leads formal and informal teacher observations; completes formal evaluations for direct reports

- Mentors teachers directly or provides for mentoring in instructional approaches, classroom management and character role modeling
 - Determines teacher class assignments
 - Elementary Art & Music teachers
 - Elementary Librarian
 - Elementary paraprofessionals
- 3. Participates in hiring for all direct reports**
 - 4. Supports the executive principal in developing and maintaining the school improvement plan (accountability plan)**
 - 5. With the staff, facilitates the resolution of any problems that arise between teachers, students and parents**
 - 6. Implements positive school culture at the elementary level**
 - Interacts with school community members to build supportive relationships
 - Facilitates ongoing communication between faculty and administration
 - Fosters communication and collaboration among faculty, staff, parents and students to support school goals; encourages participation from all stakeholders in school programs and activities
 - Initiates and organizes staff appreciation events
 - 7. Ensures effective supervision of the elementary student body at all times, and assigns staff to implement supervision of students**
 - 8. Handles student discipline issues at the elementary level**
 - 9. Develops, implements and oversees elementary extracurricular activities**
 - 10. Participates in open enrollment and attends school events as necessary**
 - 11. Manages assigned budgets within parameters established by the executive principal and the director of operations**
 - 12. Participates in the Building Leadership Team (BLT) to guide elementary program development and maintenance; provides administrative management to elementary programs**
 - 13. Prepares required reports for the BVSD related to assigned programs**

Credentials/Experience and Abilities Required:

- Master's degree in education required
- Minimum of two years teaching experience required
- Administrative experience in a school setting required

- Demonstrated knowledge of school law
- Willingness to obtain continuing education as needed to perform well in the position
- Commitment to Peak to Peak's mission and vision
- Demonstrated flexibility and experience in effectively solving challenging problems through a positive, collaborative approach
- Demonstrated responsiveness to accountability requirements and strategic planning
- Demonstrated experience in the instruction of students with varied learning styles and levels of mastery
- Expert-level written and oral communication skills
- Strong interpersonal and team building skills
- Excellent organization skills and consistency in meeting deadlines
- Commitment to Core Knowledge and a college preparatory environment
- Knowledge of and commitment to character development
- Demonstrated initiative and skills in the following areas: relationship and community building, educational leadership, communication, conflict resolution, creativity, problem solving, decision-making and time management
- Entrepreneurial outlook and charter school commitment

Application:

Please obtain the application for this position a description of the application process through the Peak to Peak website at www.peaktopeak.org.