

## Georgetown Community School Position Announcement

Position: Principal

Salary Range: \$70,000 to \$96,000 - DOE

Start Date: July 1, 2019

Description: Under the direction of the Board of Directors (BOD), the Principal's primary role is to lead Georgetown Community School (GCS) using the vision and mission as guides. The Principal will oversee the health and functioning of all components of the GCS on a day-to-day basis, including its academic integrity, physical environment, culture and morale and effectiveness of all stakeholders of GCS including the students, faculty, staff, and families. This will include adherence to the Charter contract and working with its authorizer, Clear Creek School District RE-1.

Responsibilities: Essential Job Functions/Responsibilities As the leader of GCS, the Principal shall implement and adhere to policy and procedure that ensure:

### *Communication and Relationships*

- Positive and professional representation to the community
- Interact with school community members to build supportive relationships
- All matters that may present reputational, legal, financial, or physical risk to the GCS or its community are immediately reported to the Board of Directors
  - Notification to appropriate personnel and agencies is made by Administration and follows established procedures for suspicion of substance abuse, child abuse or neglect, severe medical or social conditions, any life-threatening situation, or individuals appearing under the influence of any mood-altering substance.
- Principal attends, participates in, and summarizes applicable reports at GCS business meetings and work sessions.

### *Teacher and Staff Development*

- Staff and faculty are provided with high quality and appropriate guidance, resources, supervision, training, and professional development opportunities
- Well-qualified staff and faculty are recruited, hired, renewed, and evaluated appropriately
- Staff management in accordance with the Employee Handbook

### *Financial Management*

- Funds are expended in a prudent manner and within appropriated budget authority
- Reasonable and responsible budget development, monitoring, and management
- The BOD and other interested parties receive timely and accurate financial reporting.

### *Educational Success*

- Oversees the Student Body, monitoring and encouraging their successful academic development.
- Enrollment, attendance, and wait list management is facilitated and maintained according to Board goals

in accordance with the Family Handbook.

- Professional oversight and administration of testing
- Special and supportive services, such as SPED, are provided as needed in accordance with IEP's, 504 plans, and as required by law and the Authorizer.
- Student and Staff confidentiality is prioritized and maintained
- Contractual goals and commitments are achieved and all Accountability Standards are met, including the UIP

#### *Other Duties*

- School facilities and assets are maintained and/or improved in a safe and prudent manner
- Keep informed of current and potential educational and charter laws, policies, and trends in Colorado and nationally.
- Assist legal counsel with issues involving the GCS
- Supervise the Master Calendar
- Supervise maintenance of student records in related student information systems
- Assist in continuation of adequate insurance coverages as required by law and contractual relationships
- Other duties as assigned.

#### **Qualifications**

- Principal license and experience in Colorado preferred
- Experience in management, supervision, and organizational skills
- Experience in business and finance preferred
- Familiarity with principles of child, early adolescent, and educational psychology
- Demonstrated strong team leadership and conflict resolution skills
- Excellent communication abilities, both written and oral
- Experience in or knowledge of Charter schools or independent educational institutions are preferred
- Experience in fund-raising, including the securing of donations and grant writing
- Criminal background check is required

#### **How to Apply**

Please send the following to [gt.board@ccsdre1.org](mailto:gt.board@ccsdre1.org) with subject line *Principal* by February 22, 2019

- Cover letter
- Resume
- 5 references

The position will be filled as soon as a highly qualified candidate can be identified. GCS is an equal opportunity employer.