



School Principal

Mission:

The mission of Paul Public Charter School is to educate our students and to develop in them the capacity to be responsible citizens, independent thinkers, and leaders. Paul PCS, located in Northwest Washington, DC, serves students in middle and high school and is the home of the “M.E.R.I.T. Scholars” (motivated, educated, responsible, independent thinker). Beginning in the middle grades, MERIT Scholars experience a rigorous academic curriculum, coupled with arts and athletic opportunities to develop a firm foundation to eventually enter our college preparatory program at Paul International High School.

Position Overview: The **School Principal** is responsible for setting a powerful vision for student achievement, motivating others to follow that vision, and executing on that vision through effective planning, leadership, and management. The Principal has a deep understanding of high-leverage instructional strategies and is a skilled instructional coach and manager. He or she establishes data-driven academic and culture systems that include sustainability and accountability measures. The **School Principal** is willing to roll up his or her sleeves to build a school community where students, staff, and families are motivated and empowered to partner in preparing students for college and beyond.

The principal leads, manages, and oversees all functions of his or her respective school, including, but not limited to:

Instructional Leadership

- Implements the organization’s shared instructional vision and plan that is standards-driven, focused on high quality teaching and learning, and aligned with organizational goals
- Collaborates with Network Instructional Specialists to develop and implement goals, coaching plans and ongoing progress monitoring strategies for teaching staff.
- Facilitates the use of research-based teaching strategies to identify and address the needs of teachers and provides direct coaching/evaluation to academic deans and teachers
- Consistently analyzes teacher practice through ongoing classroom observations, data analysis, and examination of student work
- Develops and implements a robust data strategy, that includes analyzing student data and outcomes to inform instructional planning, and implementation/monitoring of tiered interventions
- Co-plans and co-leads differentiated professional development and communities of practice for instructional staff
- Prepares for, implements and monitors the progress and impact of critical Network processes that ensure all students are growing and succeeding academically (i.e. grading practice conferences, SSP, TTLC, lesson plan submission and review etc.)
- Monitors curriculum implementation to ensure the appropriate grade-level rigor for all classes
- Ensures all students are receiving the services necessary to meet and exceed grade-level learning standards.

Management

- Works with the ED of Schools and their school leadership team to prepare operational and management plans that guide their work for the school year.
- Ensuring the day to day work and operations of the school are sustained impervious to staff leave and transitions.
- Models the highest levels of personal and professional trust and credibility with staff and students
- Holds staff accountable for high quality job performance and modeling organizational values
- Builds capacity in direct reports to operate strategically (i.e., interpret and use data, implementing targeted interventions, facilitating high-impact meetings and professional development).
- Identifies and develops emerging leaders through goal setting, coaching, job-embedded opportunities for growth, and regular feedback



School Culture

- In collaboration with the Dean of Culture, develops, implements, and monitors a school-wide culture plan (aligned to SEL framework) that includes routines and expectations for students and staff in and outside of the classroom
- Institutes and monitors systems to ensure a student-centered environment focused on trust, collaboration, and high expectations
- Creates inclusive environments that honor, support and embrace anti-racism, diversity, equity and inclusion practices
- Works with the school counselor to ensure Tier 1 support is provided for all scholars and ensure clinical and academic needs are addressed (when appropriate)

Building Community

- Ensures consistent and timely communication with families regarding the progress of scholars.
- Creates and models a culture of high expectations and accountability where the staff collaborate and work as dedicated members of a team
- Actively participates in activities, both during school and after hours, that foster connections with families, students, and community groups
- Models “CHAMPS” leadership during interactions with staff, students, families, and community members

School Operations

- Ensures consistent and timely communication with staff to facilitate advance planning and preparation for scholars, as well as ensure aligned organizational messaging.
- Collaborates with the ED of Operations and business manager to set and manage a budget that reflects organization, pre-planning, timely submission of orders and ensures fiscal solvency
- Manages all parts of the school’s daily operations (i.e., arrival/dismissal, lunch/recess, school trips, etc.)

Core Requisites:

- Bachelor’s Degree required, Master’s strongly preferred
- A minimum of five years teaching in a secondary school in an academic core subject is required
- A minimum of two years in a K-12 instructional school leadership role
- Demonstrated ability to effectively coach and manage adults in a school environment
- A systems-thinker who has experience designing, implementing, and evaluating organization-wide initiatives
- Strong data analysis skills
- Excellent oral and written communication skills
- Belief that all students, regardless of background, have the ability to reach high levels of achievement

Other Non-Negotiables:

- Demonstrated success using data to drive practice
- Belief that all students can achieve at the highest levels with no excuses
- Ability to effectively analyze school data to improve student and staff achievement
- Ability to exercise excellent judgment in decision-making
- Strategic thinker and proactive problem-solver
- Embodies the highest ethical standards
- Works independently with little direct supervision and as part of a team

We offer:

Competitive salaries, excellent benefits, an innovative work environment, and an opportunity to rethink school as we know it and change the lives of our students.