



## **PRINCIPAL**

The Principal is the educational leader of the school and ensures that the school's mission is achieved. S/he is responsible for providing organizational leadership in the daily operation of the school and in areas impacting student life, achievement, and parent satisfaction. The Principal leads the educational team responsible for recruiting and retaining qualified faculty as well as their training and professional development. S/he oversees and maintains the content, rigor, and quality of the school's curriculum according to standards set by the State and by the school. The Principal works closely with the Deans of Arts, Academics and Student Life to ensure leadership and practices are consistent and aligned with the schools mission and values. The Principal keeps the Head of School informed and works cooperatively to set and meet goals for the betterment of the school and coordinate Equity Initiatives internally and with external consultants.

ASA is devoted to fostering an inclusive environment where the enjoyment and benefits of a college preparatory and performing arts education are accessible to the entire community, and where all voices are listened to and valued, regardless of race, gender, and sexual orientation.

Reporting to this position are the Deans of Academics, Arts and Student Life, the Director of Operations and the Office Administrator.

**This position reports directly to the Head of School/CEO.**

### **Essential duties and responsibilities:**

- Communicates and models the ASA mission and values to faculty, staff, students and parents.
- Promotes effective communication among all members of the community.
- Develops and maintains strong relationships with the school community and promotes a cooperative spirit among the school's personnel and parents to enhance the educational and social climate of the school.
- Leads the Senior Leadership Team in coordinating school operations, communications, leadership development and accomplishing school wide initiatives and goals.
- Selects and recommends for hiring school personnel who demonstrate professional and educational background and alignment with ASA's mission and values.
- Leads the Core Equity Team.

### ***Curriculum and Instruction***

- Understands the elements of ASA pedagogy and ensures its consistent implementation across the curriculum.
- Sets and oversees the implementation of schoolwide strategies aligned with the school mission.
- Supervises the effective and efficient implementation of the educational, artistic, and instructional programs in compliance with local, state and federal regulations.
- Provides for the professional development of the faculty.
- Stimulates and participates in the dialog about teaching and learning at the school.

- Approves the selection of curricula, class schedule, assessments, graduation requirements and all aspects of the school academic and arts programs.
- Ensures that all instructional staff have access to appropriate curricula and instructional materials and are provided with the training necessary to effectively implement curriculum.
- Evaluates curriculum and instructional programs and makes modifications as needed to ensure continuous school improvement and adherence to college preparatory academic standards and artistic development.
- Oversees Deans in employing a supervision model that focuses on professional development, self-reflection, improvement and goal setting, and ensures that all teachers are evaluated and rated under the Educator Effectiveness Framework adopted by the Board of Directors and required by the State.
- Makes decisions related to faculty selection, performance evaluation, discipline and salary recommendations according to ASA's Compensation Framework.
- Leads changes in systems to improve learning and teaching and uses standard operating procedures.
- Hires and retains high quality faculty through effective recruitment and retention practices.
- Leads the Deans in the budgeting process for school operations, arts and academic departments,
- Attend and present at Board meetings when requested.

### ***School Climate***

- Promotes a healthy and equitable school culture in and out of school.
- Promotes a cooperative spirit and shared decision-making among and between administrators, faculty, staff, students and parents to enhance the educational and social climate of the school.
- Empowers Deans by providing direction, delegation, expertise and accountability while retaining overall responsibility and accountability for results.
- Leads initiatives that build an equitable and inclusive school environment for faculty, staff, students, and parents.
- Maintains high standards of student safety and conduct, and enforces discipline as necessary.
- Maintains an efficient office system to support the administrative functions of the school.

### ***School Operations***

- Assumes ultimate responsibility for the management and operations of the school in accordance with law, administrative code, policies, and regulations.
- Exercises authority over the behavior and conduct of pupils, faculty and staff, visitors and any other persons using the school.
- Prepares and/or supervises the creation of all reports, master teaching schedules, records and other paperwork as required by the State Department of Education, Charter School Board and the Federal Government, or paperwork that may be appropriate to the school's administration.
- Oversees the school safety programs including building security, emergency procedures, and safety drills.

### ***Admissions and Student Life***

- Optimizes all-school gatherings including assemblies, social events and performances.
- Oversees the admissions functions of the school, including recruitment programs, internal marketing, external outreach, and information dissemination.

- Oversees programs to provide supportive transition for new students through formal programs, activities, and peer support.

**Minimum Qualifications:**

- Master's Degree in Education, Educational Leadership, or related field .
- Experience working or leading in an artistic or arts infused setting.
- 4 Years of proven and successful experience as a school Principal.
- 4 years of proven and successful classroom teaching.
- Active Arizona Department of Public Safety issues IVP Fingerprint Clearance Card.

**Required Knowledge, Skills, and Personal Characteristics:**

- Excellent interpersonal and communication skills.
- Proven educational leadership in a similar environment.
- Experience as a performing artist or active patron of the arts.
- Leadership in curriculum development, program evaluation, staff development, school improvement and staff supervision and evaluation.
- Strategic thinking and effective problem-solving skills.
- Exhibits history of a strong work ethic and personal integrity.
- Reflective learner who consistently assesses his/her own work with an analytical eye in order to continuously improve.

**Salary and Benefits:**

- Commensurate with experience. Member of ASRS.

**Interested candidates should submit the following via e-mail to [employment@goasa.org](mailto:employment@goasa.org):**

- Cover letter, resume, three letters of reference, and the [ASA Application for Employment](#) found on the website.