

PRINCIPAL – CAREER ACADEMY SOUTH BEND

Career Academy

The Career Academy of South Bend is a public charter school in South Bend, Indiana. Our mission is to transform every student by developing academic excellence and career readiness that lead to a successful future. The school emphasizes interdisciplinary curricular design in an innovative project based environment.

Looking for a principal who will:

Be a strong, innovative leader that embraces out of the box thinking
Lead a staff of entrepreneurial thinkers
Cultivate college and career readiness
Design interdisciplinary curriculum with a focus on authentic projects and technology
Motivate and inspire faculty and students
Dedicate themselves to the school's unique vision, professional standards and values
Promote the successful experiences and practices to the broader educational community

Additionally, experience in the following areas would be helpful:

CTE background or experience
Background in technology, entrepreneurship or innovative classroom teaching
Experience with STEM subjects or project based learning

Reports to:

Superintendent

Minimum qualifications

- Master's degree from an accredited university and a valid Indiana Principal certification.
- Minimum of three years of experience in classroom teaching.
- Minimum of five years of professional related experience, including three years of school based administrative and supervisory experience.
- Proven track record of improving student achievement, with at least three years of data documenting improved student outcomes.

1. Student Performance

- Adopt and enforce rigorous standards for student achievement that are in line with the goals of Career Academy.
- Ensure the academic program meets or exceeds yearly student outcome goals as defined by Career Academy and measured by the state of Indiana accountability requirements.

2. Organizational Leadership

- Develop organizational goals and objectives consistent with the vision and mission of Career Academy.
- Sustain a culture of excellence, teamwork, support and collaboration amongst the staff, teachers, students and families that aligns with the values of the school and the region.

- Possess the ability to communicate clearly with staff, students, parents and all other stakeholders.
- Maintain standards of the school's code of conduct and encourages respect of students, staff and parents to minimize interruptions in the classroom and during school sponsored activities.
- Supervise a system of attendance, discipline, activities, scheduling, and welfare for all students that ensures the safety and security of all students, staff, visitors, and property.

3. Instructional Leadership

- Manage, evaluate and develop a team of teachers.
- Collaborate with teachers to constantly assess and improve student achievement results.
- Ensure use of effective, research-based teaching methodologies and practices.
- Implement data-driven instructional practices and drive discussions about student performance.
- Facilitate opportunities for teachers to improve their teaching practice through coaching, professional development, modeling, and collaborative planning.
- Provide high quality curricular training and resources to staff.
- Preserve and further consistencies in instruction and practice amongst team of teachers.
- Foster culture of professionalism among teachers and staff.
- Ensure learning environment and classroom instruction maximizes student learning.
- Monitor progress of all students.
- Promote and support school-wide educational advancement in 21st Century skills.
- Reinforce the appropriate role of technology in both teaching and learning.
- Assist in infusing STEM learning across the curriculum and supports a project based learning environment.
- Assist the staff with the selection and implementation of textbooks, equipment, and teaching materials consistent with district guidelines and standards.
- Provide proper administration and supervision for all state and district testing.
- Conduct or assist in the implementation of ongoing professional development programs for the staff, especially as it relates to STEM topics.

4. Operational Leadership

- Develop annual budget with the assistance of the District Superintendent and Director of Finance and ensure expenditures are within approved allotments.
- Ensure compliance of local, state, and federal laws as well as funding source regulations.
- Make recommendations to the Superintendent regarding revisions of established procedures and recommends consideration and implementation of new procedures.
- Oversee a calendar of school programs and activities and coordinates the needs of other schools and areas within district plans.
- Submit and respond to IDOE and authorizer (Trine) requirements and requests in a timely manner.
- Attend administrative staff, assigned committee, and governing board meetings, as required.
- Exhibit the temperament and stamina to sustain extended work hours and problem situations.

5. Personnel

- Recruit, select, and hire school staff, including teachers and school-based support staff.
- Continually monitor progress on all measures of school and staff performance.

- Administer Career Academy approved personnel policies and procedures.
- Practice legal hiring and termination procedures in collaboration with the district's Human Resources staff.
- Oversee all disciplinary actions.
- Ensure adequate supervision, training, and evaluation of all staff and volunteers.
- Create an effective team of people jointly responsible for the attainment of school goals and committed to achieving excellence.
- Provide for the supervision of school activities sponsored by and held at the school.
- Make decisions regarding leaves of absence, suspensions, dismissals, probationary status, and continuing status of teachers, assistant principals, and other personnel for whom the principal is responsible.
- Survey staff regarding professional learning needs and makes recommendation to the Superintendent regarding appropriate training opportunities.

6. Community Relations

- Serve as liaison between teachers, parents, and the community.
- Exhibit a high degree of professionalism in all elements of this position.
- Develop and maintain a positive communication system with the community, teaching staff, administrators, and governing board.
- Available to all staff members, parents, and community members in a way that makes them feel welcome discussing policies and problems.