



# DAVINCI ACADEMY MIDDLE SCHOOL PRINCIPAL JOB DESCRIPTION

## Mission

DaVinci Academy of Arts and Science will cultivate a passion for learning through an enriched and individualized approach to education. The DaVinci community will work together to ensure positive character development and build a strong foundation for continuous learning.

**POSITION TITLE:** Middle School Principal

**REPORTS TO:** Director of Teaching & Learning

## **POSITION OBJECTIVE:**

To provide leadership that will motivate instructional and support personnel to strive for superior performance in the academic, social, and emotional growth of our students. DaVinci Academy is searching for a leader who can develop a strategy for the continued support and growth of our middle school program while collaborating with our Elementary Principal, Academic Director, and Executive Director to achieve academic excellence and strong social-emotional support for DaVinci Academy families. We seek an individual who can provide leadership and support for all teachers at the middle school level and programming to implement best practices and procedures in actively promoting a positive, safe, learning environment as it aligns with the mission, vision, and pillars of Davinci Academy.

## **RESPONSIBILITIES:**

- Oversee all aspects of the middle school program.
- Conduct teacher observations, and provide meaningful feedback regarding the teacher's development of plans and delivery of lessons. Provide model lesson demonstrations to colleagues as needed.
- Work with the Director of Teaching & Learning to ensure curriculum alignment in classroom instruction.
- Provide effective communication strategies to promote the middle school program to the DVA community.
- Coach, encourage, teach, and demonstrate research-based practices that fit with the school curriculum, culture, tools, and technology.
- Research and field test instructional strategies and the planning and presentation of professional development-based goals for students, teachers,

and the school community.

- Design group and individual professional development plans for teachers.
- Implement PBIS to promote a positive culture throughout the school and the community. Foster a school culture that promotes respect and appreciation for all students, staff, and parents, and supports the school's mission and vision.
- Coordinate with the Dean of Students and middle school behavior specialists and counselor.
- Maintain standards of student behavior in cooperation with appropriate personnel.
- Lead the development, implementation, and evaluation of social-emotional learning.
- Supervise personnel who work with middle school students.
- Works collaboratively with the Leadership Team to ensure compliance and progress toward completion of school goals.
- Coach and support classroom management programs and strategies.
- Provide a vision and strategy to support the middle school program.
- Provide leadership to the instructional coach and teachers to improve instructional practices that engage middle school learners.
- Assists administrative team in interviews and recommends selection and assignment of licensed and non-licensed staff.
- Assists administrative team in new staff orientation and training.
- Carries out performance review systems for teachers and other staff.
- Model the school's core values and standards for professional conduct and hold others accountable to these same expectations.
- Keeps the Executive Director and Leadership Team informed of important developments.
- Works collaboratively with parents on character education and student discipline issues.
- Works directly with students who need extra behavioral support and/or discipline.
- Establishes a positive environment for achieving educational outcomes.
- Builds and maintains positive relationships with all middle school staff to ensure accountability and growth leading to enhanced student achievement.

**Qualifications:**

- Must hold a current Minnesota teaching and/or administrative license.
- Demonstrated leadership ability in a middle or high school setting.
- Demonstrated ability to support teachers with instruction, curriculum, differentiation, and assessment for grades 6-8.
- Demonstrated ability to use data to support school-wide progress and performance.
- Minimum of 5 years of classroom teaching preferred.
- A Masters Degree in Education is required.
- Physical Demands: While performing the duties of this job, the employee is frequently required to walk within the school building and grounds. The employee is occasionally required to stand for short periods. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required include close vision.

**Position Information:**

- Salary Range: 100k-118k per year
- Duty Days: Modified year-round, 225 duty days per year
- Time Off: 11 paid holidays, 20 days of PTO, and 12 days sick time to accrue
- Benefits eligible
- Start Date: July 1st, 2025

*DaVinci Academy utilizes the Frontline Recruiting Platform, please visit the site below to apply:*

<https://www.applitrack.com/davincicharterschool/onlineapp/default.aspx>