



# HIAWATHA ACADEMIES

## Principal

### Job Description

**Position Summary:**

The Principal will create and sustain a strong school culture, set the school's academic vision, develop and support teachers as professionals, build relationships with families and scholars, and oversee all functions of the school. The Principal will strategically implement the school's mission through effective leadership of the school's staff and of the student body. The Principal will develop and lead the instructional program and will foster a school environment that prepares every student for success in post-secondary programs, and in life. The Principal will work collaboratively with the Senior Operations Officer to set and manage the school's budget. The Principal will have a support team for daily operations and student culture so that classroom observation, teacher coaching, people development, and team leadership will be the core focus of their daily work.

<b>Reports To:</b>	Executive Director
<b>FLSA Status:</b>	Exempt
<b>School Classification:</b>	Classified, Salaried
<b>Starting Pay Range:</b>	\$110,000/annual
<b>Work Schedule:</b>	12 months
<b>Location:</b>	Onsite Office

---

**ESSENTIAL FUNCTIONS and RESPONSIBILITIES:****General Duties**

## Instructional Leadership

- Set and ensure high standards for student achievement
- Ensure the program (as planned and implemented) meets or exceeds yearly student outcome goals

- Exhibit a high degree of professionalism in all elements of this position, while serving as a contributing member of the school team and a dedicated role model for other employees
- Set clear, measurable outcomes based on observation and data from classroom observations and provide targeted feedback that maximizes teacher effectiveness
- Provide valuable professional development opportunities for all staff regularly
- Play a role in supporting the equity leadership development of all team members

#### Cultural Leadership

- Foster a school climate aligned with the mission and values of the school that supports both student and staff success and promotes respect and appreciation for all students, staff, and families
- Ensure frequent, respectful, responsive, relevant communication with families
- Ensure high standards for student behavior, performance, and attendance
- Manage, coach, and develop the Dean of Students
- Data-Driven Leadership
- Create a culture where people view data collection and analysis as essential to improving their practice
- Monitor academic progress and social/emotional well-being of all students
- Regularly lead data-driven discussions about student performance and well-being and ensure that data drives instruction in all teaching situations
- Work with teachers to improve their teaching practice through coaching, professional development, modeling, and collaborative planning that includes data analysis about student learning
- Implement plans to ensure that the school is a safe, secure and healthy environment for all students and staff

#### People Management

- Effectively communicate a vision that supports the school's goals and values
- Create an effective, collaborative team of people jointly responsible for the attainment of school goals and committed to achieving excellence
- Hire and manage the performance of all instructional staff, including an Assistant Principal and a Dean of Instruction
- Continually monitor progress on all measures of school and staff performance

#### Relationship-Building

- Build effective relationships with and among teachers, families, and the community to improve student success
- Collaborate with fellow school leaders across the Hiawatha Academies' network
- Build a relationship of trust with the Network Support Team which supports the realization of the school's mission
- Work collaboratively with the Executive Director to realize the school's, and the entire network's, mission

- Exhibit a high degree of professionalism in all elements of this position, while serving as a contributing member of the school team and a dedicated role model for other employees
- The Principal must demonstrate knowledge of and support for Hiawatha Academies' mission, vision, values, goals, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior
- Adhere to Hiawatha Academies' Human Resource policies and state/federal employment laws
- Perform other duties as required and assigned

## **QUALIFICATIONS GUIDE:**

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education & Experience:**

- Bachelor's Degree
- Minimum of four years experience working in a school that is disrupting educational inequity with strong success
- A minimum of four years of relevant teaching experience with demonstrated student results
- Ability to effectively manage, coach, and develop instructional staff
- Ability to evaluate instructional programs and teaching effectiveness
- Excellent communication skills and interpersonal skills and ability to build trust with colleagues
- Demonstrated leadership experience
- Possess a growth mindset
- Possess cultural awareness of self and others
- Excellent judgment in decision-making
- Knowledge and ability in the selection, training, and supervision of personnel
- Ability to understand, appreciate, and interact within diverse cultural contexts
- Ability to learn the budgeting process, laws, rules, procedures, and programs specifically related to the operation of a Minnesota charter school
- Experience working with students of color and/or students growing up in low-income households

### **Other Qualifications:**

- Bilingualism in Spanish and English is preferred
- Master's Degree preferably in Education, Education Leadership, School Administration/Supervision, Curriculum and Instruction, or relevant field

- Exhibit a high degree of professionalism in all elements of this position, while serving as a contributing member of the school team and a dedicated role model for other employees
- Advance Professional Certificate with an endorsement as Principal/ School Administrator
- State and federal background clearance (Trusted Employees) to work with students (123B.03).
  - No prospective employee can report to work without this clearance being received and the Human Resources Manager notifying the immediate supervisor of this clearance.

**Knowledge:**

- Knowledge of diversity, equity, and inclusion practices
- Knowledge of applicable laws, codes, regulations, policies and procedures

**Acquired Skills:**

- Well-developed, clear communication and interpersonal skills that maintain a respectful, professional, and courteous manner
- Conflict resolution skills
- Ability to work with diverse student populations

**Abilities:**

- Team player
- Love of learning – a lifelong learner
- Flexibility and adaptability
- Able to communicate effectively and regularly with the Executive Director regarding questions and concerns
- Organized
- Openness to differing views and objectives
- Ability to perform varied and responsible educational assistant duties
- Maintain confidentiality of sensitive and privileged information
- Determine appropriate action within clearly defined guidelines
- Work independently with little direction

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to demonstrate activities
- Operates a computer and other office productivity machinery

- Exhibit a high degree of professionalism in all elements of this position, while serving as a contributing member of the school team and a dedicated role model for other employees
- Seeing, to read a variety of materials
- Bending at the waist, kneeling or crouching
- Sitting or standing for extended periods
- Lifting objects that weigh up to 25 pounds with or without assistance
- Close vision and ability to adjust focus

**Work Environment:**

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Office environment
- Noise level is generally moderate
- Work conducted in a public or office setting
- Indoor in varying temperature
- Employees must have reliable transportation

**Equal Employment Opportunity Statement:**

Hiawatha Academies is committed to providing a workplace free from discrimination and harassment. In accordance with Title VII of the Civil Rights Act of 1964, we do not discriminate in employment decisions on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), or national origin. We value diversity and strive to ensure equal opportunity for all employees and applicants.