

Riverhead Charter School Principal Job Description



RCS Mission Statement:

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking, and embracing the cultural diversity of our community.

Job Description

Running outstanding schools requires leaders who can inspire students, activate student agency, and build parent/guardian capacity while maintaining a high bar for student academic performance with a particular focus on whole-child development. Focusing, developing, and harvesting student capacity will put students in the position to write their narratives through meaningful work and college exposure.

Being a school leader at RCS affords leaders the opportunities to make decisions that will impact the lives of students and staff. Having difficult conversations with stakeholders to build capacity is a must. An attitude of continual improvement, with an emphasis on data-driven decision-making, is essential to the school's success. Creating a dynamic environment that allows students to flourish and creating an academic atmosphere filled with rigor and joy are non-negotiables.

RCS principals know that their job as a front-line instructional leader is one of the most, if not the most, essential jobs on the planet. Our principals are self-reflective, intuitive, humble, and have the instinctive desire to improve their craft continuously. They realize that their improvement ultimately benefits the lives of their students. Therefore their commitment to improving is non-negotiable.

RCS is seeking a Middle School Principal. The School Principal is a full-time employee hired, supported, and evaluated by the Superintendent of Schools. At RCS, our School Principals are deeply committed to and lead their schools in instructional leadership; teacher coaching and evaluation; school culture, and family engagement:

Instructional Leadership

- Provide exemplary leadership to all school community members to achieve outstanding performance in preparing each student for trade schools and college;
- Demonstrate a relentless commitment to improve the whole child.

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- Develop and communicate strategic school systems that center on culture and vision, and can build a plan to achieve that vision;
- Implement effective assessment systems and use data to inform decisions;
- Lead all curriculum development and assessment aspects and ensure consistency within the school program and alignment with state and other rigorous standards.

Teacher Coaching & Evaluation

- Conduct daily teacher observations and provide real-time feedback that focuses on student achievement;
- Oversee faculty and staff, including recruitment, evaluation, retention, and dismissal, and hold primary responsibility for professional development, staff observations, curriculum development, staff communication, and some program decisions;
- Lead faculty to ensure that all staff are providing well-managed and rigorous daily lessons, reasonable and practical daily homework, and regular and productive small group instruction based on the needs identified by multiple modalities of teacher assessment;
- Foster commitment among staff to the development and fulfillment of the school's mission and objectives;
- Hold teachers accountable for meeting a high bar for student performance, including requirements for ENL, special education accommodations, and IEP modifications in partnership with the Director of Special Education.

School Culture

- Build a joyful and rigorous school culture;
- Foster consistency in academic and behavioral expectations;
- Collaborate with school staff to support student's academic and socio-emotional development;
- Ensure that traditions and rituals that support the school's college mission are built and maintained, grade by grade, year to year;
- Support staff to ensure the development and implementation of effective after-school enrichment programs.

Family Engagement

- Communicate regularly with families, ensuring they are kept involved with and held accountable for their children's performance, and correspond about school policies, trips, and events;
- Respond to family concerns promptly and effectively.

Qualifications

- Passionate commitment to the mission of RCS and investment in our vision as an anti-racist organization;
- Passionate dedication to improving the whole child;

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- Strong record of driving outstanding student results;
- Strong data analysis skills;
- Interest in and passion for supporting teacher growth;
- Ability to provide high leverage feedback via classroom observations;
- Grit, personal responsibility, and a commitment to continual professional growth;
- Strong communications skills with multiple stakeholders, including teachers, students, families, and colleagues;
- Possess strong organizational skills, careful attention to detail, and follow-through;
- Required Experience:
 - At least three years of teaching experience;
 - At least one year of experience as an instructional leader, Assistant Principal, Dean or equivalent leadership role at a high-performing urban public school;
 - A Bachelor's degree;
 - Experience at a high-performing charter school is highly preferred.