

Position Description

POSITION TITLE:	Principal of Innovation Studio
FLSA:	Exempt – Professional
REPORTS TO:	Director of Secondary Education

QUALIFICATIONS:

- Missouri Principal Certificate
- A minimum of 5 years successful teaching experience.
- Successful administrative experience.
- Excellent communication skills.
- Educational Doctorate preferred

DEFINITION:

The Park Hill Innovation Studio will be a new high school site in 2017-18 where students can enroll and take coursework. Instruction and coursework at this site will consist of three major components: personalized learning, facilitated learning, and project/problem/professional based learning. The principal acts as a catalyst in defining, framing, and structuring the innovations within the context of the educational programs within. Additionally, the principal will initiate professional and personal development for his/her staff, while being engaged in ongoing continuous improvement efforts within the program. Finally, the principal serves as the fiscal agent for the site and is the primary leader in all aspects of building leadership.

ESSENTIAL JOB FUNCTIONS:

1. Provides leadership in developing a student-centered climate for growth within an innovative environment.
2. Supervises all staff in accordance with building and district philosophy.
3. Serves as an instructional leader who works collaboratively to promote personalized learning, facilitated learning, and problem/project/professional based learning.

4. Utilizes achievement data to identify areas of strength and weakness within the school, and uses this data to determine areas of growth and improvement.
5. Possesses the ability to cultivate relationships with multiple stakeholders (internal and external) and create a shared vision that drives collaboration.
6. Has a strong desire to hire and motivate great talent and be able to balance the need for innovation with that of student supervision.
7. Has proven organizational, leadership and management skills.
8. Effectively articulate the program's vision internally and externally.
9. Be able to make effective presentations to the board, staff and community.
10. Clearly communicates with staff through regular meetings and weekly building communications.
11. Observes classroom instruction on a regular basis and provides feedback to staff through effective conferencing skills.
12. Provides for effective and efficient day-to-day operations of the school facility.

OTHER JOB FUNCTIONS:

1. Supports and participates in parent/community activities.
2. Interacts with students and staff in a mutually respectful and friendly manner and is accessible and receptive to needs and concerns.
3. Assumes the responsibility for making expenditures in accordance with the operational philosophy of the district.
4. Develops positive relationships with the students, staff, parents, and community.