
Job Description

Job Title:	Teaching Principal
Reports To:	Valley Inquiry Charter School Board of Directors
Job Status:	Full-time, Exempt
Written By:	Valley Inquiry Charter School Board of Directors
Salary Range:	\$100,000-\$115,000 per year
Revision Date:	April 2024

Position Summary: The Teaching Principal serves as both an educational leader and an administrative head, overseeing all aspects of the school's operation. This role is crucial in aligning our school with the highest standards of the IB curriculum and ensuring a seamless collaboration with Salem-Keizer Public Schools (SKPS). The ideal candidate will have a proven track record in leadership within a charter and/or IB school setting, with strong competencies in educational management, staff supervision, and strategic planning.

Job Duties and Responsibilities

Educational Leadership and Curriculum Implementation

- Lead the development, evaluation, and refinement of the curriculum to ensure it meets the standards of the IB program and state education requirements.
- Champion the IB philosophy, ensuring that all school activities align with its standards and practices.
- Implement innovative teaching practices and support interdisciplinary, inquiry-based learning.
- Facilitate Shared Governance meetings with the staff, promoting shared leadership within the school that is focused on student achievement, wellbeing, and IB alignment.
- Monitor the effectiveness of the curriculum and adjust strategies to meet diverse student needs.

Administrative and Operational Management

- Develop school policies and procedures in alignment with charter regulations and state laws.
- Prepare and manage the annual school budget, monitoring expenditures and ensuring resources are allocated and used in a manner that maximizes educational outcomes and school sustainability.
- Oversee the day-to-day operations of the school, ensuring compliance with all regulatory requirements pertaining to education, finance, health, and safety.
- Oversee the maintenance and enhancement of school facilities to support a safe and optimal learning environment.

- Oversee the preparation and submission of required state compliance documents and charter renewals.

Staff Management and Development

- Design and implement a comprehensive staff induction for new hires.
- Organize ongoing professional development, especially in IB curriculum, classroom management, and inclusive education practices.
- Mediate conflicts and maintain high morale, fostering a supportive and collaborative work environment.
- Conduct regular performance evaluations, providing feedback and professional growth opportunities that are aligned with IB.
- Lead the recruitment and selection for all new staff, ensuring a rigorous and fair hiring process.

Collaboration and Community Engagement

- Maintain and enhance cooperative relationships with SKPS, ensuring that the school's charter commitments and educational objectives are met.
- Engage with the school community, fostering relationships with parents, community groups, and other stakeholders to support student achievement and school activities through regular communication, newsletters, involvement activities, and public events.
- Build partnerships with local organizations and stakeholders to enhance educational opportunities and community support.
- Work closely with the school board to inform them of school progress and to seek their support on strategic initiatives.
- Ensure parents and prospective parents understand and are committed to the IB curriculum while at our school.

Strategic Planning and Evaluation

- Lead the formulation of the school's strategic vision and ensure its alignment with both short-term and long-term educational objectives.
- Evaluate the effectiveness of the school's programs and initiatives, making data-driven decisions to guide future developments.
- Systematically evaluate staff performance and school-wide outcomes to determine areas for improvement.
- Regularly review and update school safety plans and crisis management procedures.
- Monitor and report on student progress and school performance to all stakeholders.

Qualifications

- Master's Degree in Education or related field; administrative license preferred.
- At least five years of educational leadership experience, with a strong preference for experience in a charter and/or IB school setting.
- Demonstrated success in developing and managing budgets, programs, and staff.
- Excellent problem-solving, interpersonal, and communication skills.
- Deep commitment to creating a nurturing, inclusive, and high-performing school environment.

Benefits

- Competitive salary
- Health insurance reimbursement
- Oregon Public Employees Retirement System
- Paid time off
- Professional development opportunities