

Job Description – Principal

Reports to: Executive Director

Supported By: Assistant Principal

Status: Full Time

Mission

Peace Preparatory Academy is seeking a leader committed to our mission of being a place that educates the whole child, supports the whole family, and provides growth and change opportunities for the whole community in a Christ-centered learning environment.

Job Summary

The Principal is responsible for fulfilling the goals and objectives of Peace Preparatory Academy through strategic leadership in the areas of school operations, curriculum development and implementation, and instructional staff development. Working collaboratively with the Executive Director and the Assistant Principal, the Principal leads the academic program and all programs that support the development of the whole child at Peace Preparatory Academy.

Key Traits

- A strong desire to be a part of a school in its foundational years.
- Demonstrated ability to work effectively informally and formally with individuals and families of diverse make-ups, cultures, and communities.
- Commitment to Christian character, spiritual growth, and maturity.
- Alignment with Peace Preparatory Academy's programmatic pillars: developmentally appropriate, trauma informed, culturally relevant, spiritually formative

Role & Responsibilities

The Principal's primary job is to drive Peace Prep's fourfold vision:

- A school with a robust, developmentally appropriate academic progression model,
- A school culture and operational model that is relevant to and embraces the English Avenue Community
- A school equipped with an essential, trauma-informed student support system
- A school that cares for and cultivates the spirit of our students and staff

Academic Progression:

- As School Leader, focuses on instructional leadership, specifically all activities involved in leading and developing teachers to improve their instruction and drive consistent student achievement; provides training, regular semesterly observation and annual evaluations and reviews for teaching staff.
- Ensure that the school curriculum aligns with the mission, beliefs, priorities, and initiatives of Peace Preparatory Academy; provides oversight to all lesson plans, grade books and curriculum for teaching staff.

- Analyze mandatory assessment data and set appropriate goals for ongoing improvement in coordination with other administrators and teachers.
- Responsible for maintaining and overseeing the accreditation process for the school as well as teaching staff.
- Build consistency and quality in the teaching of reading, writing, and spelling using phonic programs and literacy curriculum with goal of grade/age-appropriate achievement.
- Build consistency and quality in the teaching of math, and find the optimal balance between conceptual learning, practice, and drill to ensure grade/age-appropriate achievement.
- Articulate and enforce age-appropriate standards and consistency in the following areas: homework type and amounts, grading standards, discipline, relative difficulty, expectations for communications with parents and timeliness of grade inputs.

School Culture & Operations:

- Share the school's mission with the English Avenue community and lead team members in actively engaging the community to support and assist in accomplishing that mission.
- Coach the Assistant Principal, providing professional development and oversight for their work.
- Develop systems and structures to hire and retain diverse, highly effective staff in collaboration with the Executive Director.
- Provide guidance and oversight to develop a student discipline management system that enhances the school environment, develops excellent student character, and positive student behavior.
- Oversee, maintain, and implement school safety plan: disaster preparation, fire drills, student, staff and public safety, and student health.
- Collaborate with the Assistant Principal to respond to all parent requests, issues, and concerns; empower others to communicate effectively with parents. Resolve all escalated parent concerns.
- Creates/Manages/Supervises all school scheduling, special events, field trips, cafeteria, transportation, maintenance, playgrounds[MOU3] in collaboration with the Operations team.
- Selects or creates a system for tracking school culture, and monitors, analyzes, and defines action plans based on this data.

Trauma Informed Student Support:

- Coach and Develop the Culture and Intervention Specialists.
- Works with the Culture and Intervention Specialists to ensure behavioral and academic programming across the school is meeting the needs of our students.

- Coordinate a positive, safe learning environment for students by promoting, training, and monitoring teachers in the use of Restorative Practices.
- Observe and coach intervention teachers by setting goals, modeling effective teaching strategies, and providing all the necessary supports for teachers to meet their goals.
- Works with appropriate interventionist to support the procurement of Individualized Education Plans (IEPs) or non-IEP individualized plans for all students in need of Special Education and Intervention Services, respectively.
- Monitors student attendance and coordinates efforts to improve student attendance.

Spiritual Formation:

- Demonstrate a commitment to Christian-character, spiritual growth, and maturity.
- Represent Peace Preparatory Academy in interactions with students, families and communities with exemplary character and presence.
- Attend faculty/staff prayer and devotional gatherings.
- Integrate the teachings of Jesus Christ throughout the fabric of the school with a focus on Christlikeness, justice, service, loving relationships, and a peaceful presence.

Education/Qualifications

- Master's Degree.
- Minimum five years of experience in a K-12 Educational institution.
- Previous leadership experience preferred.
- Knowledge of current research and best practices in urban education.
- Preferred Eligibility for State of GA Certification as School Principal.

General Working Hours

- Monday - Friday 7:30am - 4:30 pm.
- Includes modified summer schedule.
- Occasional weekends and evenings depending on school events and meetings.
- Available to appear at or assist with additional events deemed necessary by the Board of Directors for the academic or financial success of the school.

Benefits

- Health Insurance
 - Medical Insurance for employees (employer paid).
 - Mental health (Therapy) reimbursement up to \$240/ month
- 403(B) Teacher Retirement Plan
- 10 Paid Time Off days in addition to school and holiday breaks

Salary Range

- \$90,000, - \$110,000 (Depending on years of teaching experience and level of education)



Peace Preparatory Academy does not discriminate on the basis of race, color, religion, national origin, age, disability, or gender in its employment practices, student programs and dealings with the public.