

# ST. JOHN SCHOOL

A PERSONALIZED LEARNING ACADEMY

## Job Description

<b>TITLE:</b> Principal of Academic Innovation (St. John School)	<b>SUPERVISOR:</b> Head of School (St. John School)
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### PURPOSE STATEMENT:

The Principal of Academic Innovation will enthusiastically advance St. John's unique and innovative model of personalized learning. In partnership with the school leadership team, they will provide direction and oversight for the daily academic operations of STJS students (K-8) and direct supervision, leadership, instructional coaching, and encouragement for the K-8 St. John School staff.

### ATTRIBUTES:

- **Faith-filled.** A strong personal relationship with Jesus Christ and a calling to share His love and teachings.
- **People-focused.** Has strong interpersonal skills and a desire to build relationships.
- **Maximizer.** Excited to unlock potential and transform something good into something excellent.
- **Reformer.** A creative problem solver driven to change and challenge the status quo.
- **Promoter.** A charismatic champion for St. John School.
- **Positive.** A proactive collaborator and team player.
- **Growth-minded.** Excited for personal and professional growth in self and others.
- **Process-oriented.** Able to lead teams strategically using effective processes.

### RESPONSIBILITIES:

#### Executive Team Participation

- Actively participates in conversations and planning efforts to continuously improve the school's vision, culture, and climate.
- Collaborates proactively and consistently with the Principal of Experiential Learning and the Head of School regarding the needs, successes, and general operation of the school.
- Works collaboratively with the Principal of Experiential Learning to ensure a unified, holistic culture of education throughout STJS.
- Advocates for the resources needed to provide excellent academic instruction.
- Participates in other key school leadership meetings/forums at the request of the Head of School.

#### Parent and Community Promotion

- Serves as a parent and community ambassador to educate and build excitement about education reform and St. John's unique approach.
- Actively engages the wider community as an expert voice for change in today's status-quo academic approach.
- Seeks out and utilizes creative approaches to expand St. John's community partnerships.
- Collaborates with the Creative and Marketing team on communication and marketing efforts to promote the vision of St. John School and grow enrollment.
- Partners with the parent community on engagement, retention, and fundraising efforts.

## Job Description

### Academic Leadership

- Skillfully implements a cohesive strategy of teaching and learning throughout all of STJS for unmatched academic achievement.
- Strategically aligns curriculum, teaching, learning, assessment, and reporting to advance STJS's mission, vision, and unique school brand (tailored design, innovative approach, whole-life growth).
- Fosters an innovative and future-focused staff culture committed to continuous improvement in providing personalized learning for high academic achievement.
- Works with school staff (K-8) to establish clear instructional goals and execution of those goals.
- Implements procedures to track and report on student progress through standardized testing, standards-based grading, student conferences, and ongoing progress monitoring, etc.
- Ensures processes for complete student transcripts.
- Communicates to students, teachers, and parents our high expectations for student performance and supports appropriate classroom and extra-classroom programs, workshops, and forums to accomplish this goal.

### K-8 Supervision

- Inspires and models a culture of humility, feedback, and growth throughout St. John staff.
- Provides meaningful and impactful professional and personal growth opportunities and experiences for faculty and staff.
- Provides direct supervision (observation, coaching, and mentoring), including quarterly formal feedback/review, of members of the K-8 staff.
- Leads search process for new K-8 teachers; collaborates with Exec Team on final hiring and staffing decisions.

### Operations

- Teaches in the classroom as needed.
- Oversees the development of the annual school calendar and class schedules.
- Develops, communicates, and trains the entire school community in emergency and safety procedures to ensure ultimate student safety.
- Utilizes and communicates clear procedures for handling student disciplinary actions.
- Oversees the implementation of the school lunch program.
- Collaboratively plans, prepares, and administers the school budget, including translating academic needs, goals, and objectives into budgetary terms. Encourages proper, effective, and economical use of all equipment, supplies, and materials.
- Establishes and maintains an effective inventory system for all K-8 school supplies, resources, and equipment.

### WORK SCHEDULE:

Full time position working a minimum of 40 hours a week with typical working days Monday – Friday, 7:00am-4:30pm and typically working an 11-11.5 month contract. Requires the flexibility to work longer hours if necessary with regular evening and possible weekend events to be expected.

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### EDUCATIONAL and EXPERIENTIAL REQUIREMENTS:

- A Master's Degree in Education with experience as an assistant principal or principal and at least 3 years of previous classroom instruction. An administrative degree or certification is required to meet accreditation standards.
- Proven knowledge and success with effective teaching techniques and curriculum development.
- Proven experience and success utilizing data and research-based practices in a school setting.
- Strong written and verbal communication skills and displays exceptional skills in working with people.
- A strong and personal commitment to Jesus Christ, a member of Pathfinder Church, and/or an eagerness to join and partner with the Pathfinder Church community to bring wholeness to the lives of St. John School families.