

**Job Description**

**Principal**

**THE POSITION:**

In partnership with the Executive Director, the Principal sets the vision for Baystate Academy. The Principal leads all aspects of the instructional program in the school. The Principal hires, trains, and evaluates all instructional staff members; oversees a joyful school culture and leads all aspects of community engagement with families, partners, and community stakeholders. The Principal reports to the Executive Director.

**THE SCHOOL:**

**Baystate Academy Charter Public School (BACPS)** is a college preparatory charter school in Springfield, Massachusetts providing rigorous academic standards and educational opportunities rooted in health sciences to students in grades 6-to-12. BACPS works in partnership with [EL Education](https://eleducation.org/) and holds a [three-dimensional view of student achievement and success](https://drive.google.com/file/d/0B8iJOwje9kj9VG9Pakw2eEFwXzg/view?usp=sharing&resourcekey=0-rtQ5MUyxSpzmZNzZ5xrXBw) through Mastery of Knowledge and Skill, Character, and High-Quality Student Work.

**JOB DUTIES:**

* Leads all school community members in preparing students for college-and-career
* Demonstrates a relentless commitment to serving students inside and outside of school
* Leads all aspects of instruction, including curriculum development and assessment
* Develops and communicates strategic school systems, culture, and visions
* Recruits, selects, trains, develops, evaluates, and retains 95% instructional staff members
(with the exception of relocations, retirements, career changes)
* Uses data to inform decisions
* Manages and leads all leadership, instructional, and support staff to provide high-quality instruction to all students
* Builds a joyful and rigorous school culture
* Ensures consistency in academic and behavioral expectations
* Leads a schoolwide commitment to supporting students’ academic and social-emotional development

**COMPETENCIES:**

**FACILITATES AND BUILDS TRUSTING RELATIONSHIPS:**

* Establishes and maintains mutually beneficial external partnerships based on trust and respect
* Proactively builds authentic relationships with families and community members by amplifying their voices and prioritizing time for meaningful engagement
* Works with the leadership team to implement schoolwide structures that facilitate positive relationship-building among staff members and students
* Communicates in a compelling and adaptive manner that builds trust and investment of all stakeholders, promotes collaboration efforts, and welcomes different opinions and ideas even if it leads to conflict

**CREATES A CULTURE OF SHARED ACCOUNTABILITY:**

* Ensures all individuals embody practices of equity by holding everyone to a shared culture of growth and continuous learning, with a deep focus on eradicating disparaging beliefs about students and their families
* Exhibits transparency in sharing the progress made toward a commitment to equity on a regular basis and in collecting feedback for personal growth

**CONSIDERS DIVERSE PERSPECTIVES:**

* Centers and amplifies marginalized voices in their school community
* Seeks to understand the needs and motivations of leaders, teachers, students, and families
* Applies that knowledge when making decisions and adjusting long-term plans

**DEMONSTRATES INTEGRITY**:

* Demonstrates integrity by modeling humility and high expectations
* Recognizes and consistently acts in alignment with beliefs, values, and purpose; builds trusting relationships grounded in equity for self and others to achieve schoolwide vision, goals, and values
* Models critical hope and disruption of apathy in self and others through personal accountability

**TAKES INITIATIVE:**

* Takes initiative, going above and beyond typical expectations, and making necessary innovations
to achieve

**DEMONSTRATES INSTRUCTIONAL LEADERSHIP:**

* Presents clear and strategic instructional vision and plan for the year
* Leverages knowledge of curriculum and assessment to diagnose instructional strengths and areas of growth in order to design, implement, and monitor effective models of professional learning
* Centers strong academic outcomes for all students

**OBSERVES, ASSESSES, AND COACHES:**

* Assesses the quality of instructional practices across the school and demonstrates understanding
of how to design meaningful instructional feedback cycles to improve adult practices and student outcomes
* Implements effective feedback cycles including regular formal and informal classroom observations of a cross-section of teachers and instructional leaders

**LEADS TEACHER AND STAFF DEVELOPMENT:**

* Identifies teacher, leader, and staff member strengths for maximum impact and collaborates with internal and external experts to address each person’s key areas of growth with differentiated coaching, feedback, professional development, and support

**QUALIFICATIONS:**

* At least four years of instructional/school leadership experience
* Strong communication skills
* Bachelor's degree required; Master’s degree preferred

**SALARY RANGE:**

Base salary for this position is $130,000. Relocation expenses up to $25,000 are available for any individual moving to the Springfield area for the role. An annual bonus is available, based on student outcomes.

**Contact:**

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