



## **Position vacancy announcement**

**Title:** Middle School Principal

**Reports to:** Chief Executive Officer

**Anticipated start date:** July 1, 2018

### **About our school**

Provident Charter School in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. The school is in its second year with students in Grades 3, 4 and 5 and will add one grade level each year until the school serves students in Grades 2 to 8 in the fall of 2021. Located on the city's North Shore the school currently enrolls 135 students from 29 different districts around Western Pennsylvania. The school is currently seeking a Middle School Principal who will help to lead the school's new middle school (Grades 5 & 6 for the coming school year) in an exciting time of growth and expansion!

### **Position Summary**

The Middle School Principal will be responsible for the day-to-day operations and management of the middle school. Reporting to the Chief Executive Officer this school leader will establish trusting relationships with students, parents, teachers, administrators and staff while developing and deploying school management systems that match the unique needs of PCS. The Middle School Principal will work collaboratively with the Elementary School Principal and other members of the school's administrative team in developing best practices that support PCS students.

### **Primary Goals**

- Oversee the day-to-day management of the middle school including student and staff safety, academic instruction, student behavior, record keeping and records management.
- Continue to foster, develop and maintain a positive school culture that will be felt, heard and experienced throughout the entire school community.
- Develop, refine and carry out a positive behavior management system and, as needed, address student behaviors that matches the needs of PCS students.
- Develop policies and practices that allow PCS administrators, teachers and staff to feel supported and appreciated.
- Demonstrate vision for the creation of reports for state and federal stakeholders well in advance of regulatory deadlines.
- Assist in the development of long-term plans for school expansion including the incorporation of assistive technology, master facilities planning, budget development and fundraising.

### **Required Qualifications**

1. Pennsylvania Principal or Administrative Provisional certification.
2. School-level experience working with students diagnosed with learning disabilities.
3. Demonstrated experience developing a positive school culture and developing administrative systems in a Pennsylvania public school.
4. Knowledge of federal and state special education regulations and Common Core standards.
5. Proficiency managing and using data to guide decisions for student programs.
6. Ability to secure all relevant and necessary clearances.
7. Excellent communication, leadership, organization and problem-solving skills.

### **Desired Qualifications**

1. Experience as a Principal or Assistant Principal in a Pennsylvania public school.
2. Experience working in a Charter School in Pennsylvania.
3. Experience working with students with dyslexia.

### **Professional Responsibilities**

School-wide functions: Help to define, articulate and promote the internalization of a school philosophy. Implement rules and procedures for student and staff safety. Communicate effectively with the various stakeholders of the school community. Ensure accurate and efficient preparation of required reports. Assist in the development and implementation of a comprehensive crisis management plan. Oversee the development of school curriculum that meets Common Core standards. Oversee the development of Individual Educational programs for all students identified as exceptional. Assist in the selection and assignment of school personnel, the development of a school master schedule, and the establishment and communication of a school vision, priorities and long-range goals.

Student functions: Develop a positive culture based on the school's core characteristics. Oversee the safety and well-being of all PCS students. Refine and champion a positive behavior support model that uniquely meets the needs of PCS students. Maintain appropriate student behaviors through the development and implementation of a fair and effective policies and procedures. Carry out all operational needs related to student behavior. Supervise health, guidance, transportation and attendance services.

Management functions: Promote a tightly managed environment collectively committed to quality instruction and student well-being. Develop a comprehensive, meaningful plan for professional development that matches the needs of the organization. Develop, implement and carry out effective personnel evaluation systems. Oversee the instructional performance of the professional staff through ongoing observation. Support teachers and instructors by provide assistance in developing and carrying out effective classroom management and techniques to manage student behaviors. Develop and implement an effective induction program for newly hired personnel.

**Terms of Employment:** Twelve (12) month position.

**Evaluation:** Performance of this job will be evaluated by the Chief Executive Officer.

### **Salary and benefits**

- Salary range \$70k-75k commiserate with experience.
- Employer paid retirement contribution matching 10% of salary.
- Employer paid dental, vision, life insurance benefits.

- Significant employer contribution toward health insurance.

**How to Apply**

Interested candidates should email a cover letter & resume to Brett T. Marcoux, Chief Executive Officer at [bmarcoux@ProvidentCharterSchool.org](mailto:bmarcoux@ProvidentCharterSchool.org). The subject line of that email should reflect the position title. Applicants are encouraged to act with urgency.

*Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*