



Position vacancy announcement

Title: Elementary School Director

Reports to: Principal & CEO

Anticipated start date: January 2017 if possible

About our school

Provident Charter School is an approved charter school in Pittsburgh, PA that was designed to address the needs of students diagnosed with dyslexia. The school opened in August 2016 for students in Grades 3 and Grade 4 currently enrolls 67 students from over 25 school districts in Western Pennsylvania. Parents and guardians have been amazingly pleased to have a school remediating dyslexia and addressing homework during the school day, allowing them to focus on having a well-balanced life with their child. PCS will expand to serve students in Grades 3, 4 & 5 in 2017-18 and expansion will continue through fall 2021 when the school reaches capacity serving Grades 2 through 8. The school is currently seeking an Elementary School Director who will help to lead the school in an exciting time of growth and expansion!

Position Summary

The Elementary School Director will be responsible for the day-to-day operation and management of the school. Reporting to the Principal & CEO 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 current Principal & CEO will work collaboratively with the Elementary School Director 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 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: 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. Develop and implement 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 school 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 Principal & CEO.

Salary and benefits

- Salary 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, Principal & CEO at 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.