

## Classified Ad: Coastal Leadership Academy Principal Position

The famous Grand Strand of Myrtle Beach, South Carolina is home to Coastal Leadership Academy (CLA), a Project Based Learning public charter high school where students learn through hands-on interactions across the curriculum. CLA is looking for a dynamic new Principal, preferably with experience in Project Based Learning. The Principal will direct and manage the instructional program, supervise operations, and lead resource development. This position is a unique opportunity for an innovative person to power educate students in an unlimited way while working with enthusiastic teachers, creative students and engaged parents. The position is a 12-month position with benefits.

**Requirements:** Master's Degree in education or related field. Minimum 3 years of experience as a classroom teacher and 2 years-experience in school administration. Experience in charter schools is a plus, but not required.

To apply, submit a resume, cover letter, salary requirements and three letters of recommendation to: [clapricipalsearch@gmail.com](mailto:clapricipalsearch@gmail.com)

**JOB TITLE:** Principal of Coastal Leadership Academy

### **POSITION SUMMARY**

Direct and manage the instructional program and supervise operations at Coastal Leadership Academy (CLA), an Authentic Project Based Learning public charter high school. Provide instructional leadership to ensure high standards of student learning and engagement. Direct the implementation of school policies and instructional programs, lead resource development and manage the operation of all campus activities. This is a full-time, 240-day position.

### **LOCATION, MISSION and ENVIRONMENT**

Coastal Leadership Academy is in a central area of the famous Grand Strand of South Carolina and draws its student population from Horry and Georgetown counties. Just miles from the beach, CLA opened its doors in 2013 to grades 9-12. We are a Title I school whose mission is to engage students in Authentic Project Based Learning to improve academic achievement, critical and creative thinking and awareness of students' roles as leaders in our community and environment. Our small student population of fewer than 200 students fosters a closely-knit environment and allows for strong collaboration among teachers, students and parents.

### **ESSENTIAL JOB RESPONSIBILITIES**

#### *Operations*

- Communication with the Board on matters of importance, including providing data and reports in a timely manner to allow Board to make informed decisions.
- Attend all board meetings, with the possibility of attending committee meetings as requested.
- Present a monthly report for Board.
- Utilize appropriate information systems and records necessary for attainment of student performance goals.
- Identify, analyze, and apply research to facilitate school improvement.
- Use evaluation processes and procedures appropriately and in a timely manner.
- Observe federal and state laws and district policies.
- Comply with applicable policies set by the board.
- Interview, hire, and orient new staff effectively.
- Schedule activities effectively and manage resources needed to accomplish goals.
- Ensure that all facilities are kept in good repair and actively engage with the Board on future facility planning.
- Ensure that school rules are observed uniformly and that consequences of misconduct are applied equitably to all students.

#### *Management*

- Seek and implement professional learning opportunities for teachers and staff to deepen understanding of Authentic Project Based Learning (APBL).
- Hire staff members with the appropriate background and knowledge to function effectively in an innovative, APBL environment.
- Promote and support efforts to help each child develop a sense of self-worth and ensure that each student is learning to his/her full potential.
- Develop a system for ongoing evaluation of teacher performance that is linked with measurable results.
- Facilitate administrator, teacher, and parent cooperation to enhance student learning. This

includes, but is not limited to, conducting conferences with parents, students, and teachers concerning vital issues.

- Assist teachers with implementation of effective teaching strategies and classroom management.
- Assist teachers with the interpretation and application of assessment data to ensure student mastery of the essential elements.
- Ensure that team planning and team teaching are effective, appropriate components of the learning program.
- Deal consistently and equitably with all personnel.
- Anticipate, manage, and resolve conflict effectively and in a timely manner.
- Define, delegate, and communicate duties, responsibilities, and functions to staff effectively.
- Make educationally and legally sound recommendations relative to personnel placement, transfer, retention, and dismissal.
- Demonstrate behavior that is professional, ethical, and responsible.
- Demonstrate an awareness of school-community needs and initiate activities to meet those identified needs.

### ***Finance***

- Work with the school's financial services provider to develop budgets based upon documented program needs, estimated enrollment, personnel, and other fiscal needs.
- Implement programs within budget limits; maintain fiscal and inventory control.
- Accurately report fiscal information to the Board and District.
- Ensure that all grant and funding requirements of the school are met with goals and objectives appropriately measured and assessed.

### ***Program Development***

- Evaluate program effectiveness through a variety of perspectives including student relevance, time required, teacher involvement and accessibility of resources
- Direct school resources and/or one's professional efforts to address student needs, including intellectual, aesthetic, physical, social, vocational, and emotional needs.
- Encourage and support development of innovative instructional programs.

### ***Public Relations***

- Actively promote new, and nurture existing, partnerships with internal and external academy stakeholders.
- Demonstrate visibility to parents, teachers and students during school day, before and after school, and at co-curricular activities.
- Serve as an ambassador to provide professional learning that promotes knowledge and understanding of APBL and the school vision.
- Work to establish a feeling of pride and school spirit among students, staff, and community.
- Collaborate, clarify, and pursue the fulfillment of the mission statement and charter goals.

## **JOB QUALIFICATIONS**

### **Education and Experience**

- Master's Degree in education or related field.
- Must hold teacher certification.
- Minimum three years of experience as a classroom teacher and two years of experience in

- school administration.
- Experience in educational innovation; personalized and project based learning preferred.
- Experience in charter schools a plus but not required.

## **MINIMUM QUALIFICATIONS TO PERFORM ESSENTIAL JOB RESPONSIBILITIES**

### ***Knowledge***

- Knowledge of the methods, policies, procedures and activities pertaining to the specific duties and responsibilities of the position, including APBL.
- Knowledge in the development, planning, organization, implementation and management of instructional programs and practices designed to meet educational objectives and requirements.
- Knowledge of education standards, regulations, and laws.

### ***Skills/Effort***

- Ability to develop and maintain effective communications and working relationships with school and district personnel.
- Ability to complete, process, and maintain required records, reports, and other information.
- Ability to effectively communicate activities of the job using the mechanics of standard English.
- Maintains an enthusiastic, creative, self-reliant and self-starting approach to meeting job functions.
- Ability to utilize appropriate and effective techniques for the Grand Strand community and for parent involvement.

### ***Working Conditions***

- Conducts duties in a school environment with some exposure to environmental conditions.
- Requires ability to work under a degree of stress related to duties that require constant attention and working with students.
- Physical demands include walking or standing and lifting/moving of items related to the job on a recurring basis.
- Occasional travel is required.
- Job requires the operation of standard office equipment.

### ***Supervisory Responsibility***

- Supervise and evaluate the performance of all employees assigned to the building.

## **DISCLAIMER STATEMENT**

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required.

## **APPLICATION**

To apply, submit a resume, cover letter, salary requirements and three letters of recommendation to: [clapricipalsearch@gmail.com](mailto:clapricipalsearch@gmail.com)