

POSITION: PRINCIPAL



JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

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www.CharterArts.org

VISION: To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

MISSION: Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline and a commitment to excellence this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

TO APPLY: Submit your cover letter, resume, three letters of recommendation, PA certification, and clearances as one PDF document to jobs@charterarts.org by no later than Friday, November 19, 2021.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job/Position Specific Requirements:

- PA Principal K-12 certification and master’s or other advanced degree(s) required
- 3-5 years experience in managing the day-to-day operations of a school building, including, but not limited to: leadership, strategic planning, curriculum and instruction, teaching and learning, restorative practices, student discipline, teacher/employee evaluations and/or instructional coaching, data-informed decision making, etc.
- Background in the arts or other artistic related experience required
- 48+ hours per week required; candidates must have the flexibility to work evenings and weekends as needed to ensure COVID compliance, attend evening/weekend events and performances, participate on the Safe2Say call team, etc.

Reporting Relationship(s): Superintendent & CEO

JOB PURPOSE

The Charter Arts Principal oversees, leads, and manages the total school program and is responsible for all daily operations. The Principal supervises the administrative team and develops and implements policies, programs, curriculum, professional learning opportunities, and budgets that are in alignment with the school’s vision and mission. Further, the Principal must be an experienced educator with a background or other related experience in the arts, be a collaborator at heart, and maintain a focus on continuous improvement to sustain a culture of artistic excellence, academic achievement, and the healthy development of all students.

The Principal will work directly with the Superintendent/CEO and Instructional Leadership Team (ILT) to improve the organizational systems and structures within the organization. By focusing on building and improving organizational capacity and teacher instructional capacity, Charter Arts will continue to see increased student engagement, attendance, and achievement. To that end, the Principal must be unwavering in their belief that all students can learn and must be committed to embracing equitable and inclusive practices that provide Charter Arts students a high quality, rigorous educational environment, opened to, and supported by, our families and the community.

Principal candidates must be able to:

- Listen to various stakeholders ideas, wishes, concerns, and proposed solutions and utilize survey and other qualitative and quantitative data to develop strategic plans to achieve specific goals/outcomes and inform decision-making.
- Engage with various constituents, welcome their input, and use their diverse talents and energies as resources to achieve success.
- Genuinely value cultural, racial, gender, and economic inclusion and diversity and understand that students must feel safe and secure in their learning environment to maximize their educational experiences at Charter Arts.
- Build relationships with all stakeholders, including students, teachers, parents/guardians, and the broader community to embrace Charter Arts' vision and culture of success.
- Passionately commit to supporting all Charter Arts students artistically, academically, socially, and emotionally.
- Inspire others and lead by example, creating an intentional school culture grounded in a growth mindset; holding high expectations to ensure high engagement and achievement.
- Ensure that decisions are student-centered and provide every opportunity for the students to grow as collaborative and innovative thinkers who will impact the world with their unique vision and voice.
- Exemplify emotional intelligence and perseverance in difficult/unforeseen situations/circumstances and work through challenges calmly and rationally.
- Respond to the pressures/demands of daily school operations with flexibility, durability, emotional intelligence, strength and a team-based, collaborative approach.
- Delegate and/or ask for help from superiors, colleagues, and subordinates when needed to ensure the smooth running of day-to-day operations.
- Multitask and lead the administrative team in working through stressful situations when/as needed.
- Value true collaboration and community engagement by being:
 - A strategic thinker
 - Entrepreneurial
 - Collaborative, yet decisive
 - Firm, yet fair
 - Committed to excellence and high levels of performance
 - Committed to diversity and inclusion
 - Optimistic and realistic
 - Organized, effective, and efficient
 - Flexible
 - Mission focused

Essential functions of the job may include but are not limited to the following:

Domain 1: Strategic and Cultural Leadership

- Collaborates with the Superintendent & CEO and other stakeholders to both conceptualize and implement the broad strategic plan and goals of the school
- Articulates a clear, school-wide instructional vision with the administrative team focused on teaching and learning that is data-driven, standards-aligned, and rooted in a belief that all students can achieve at high levels
- Oversees the development and implementation of schoolwide strategic planning, including the comprehensive plan, EDI, annual schoolwide plan, etc.
- Implements consistent school-wide instructional practices that are clear, results oriented, and research-based
- Identifies the annual objectives for the instructional, extracurricular, and performance programs of the school
- Creates opportunities for ongoing learning and employee development that are informed by data
- Manages personnel and resources to ensure that procedures and schedules are implemented to carry out the total school program
- Coordinates and facilitates the annual Summer Leadership Summit for the Instructional Leadership Team (ILT) and provides ongoing development, management, coaching, and support to the team
- Provides direct supervision, leadership, and coaching for the Assistant Principal team and oversees the completion of their tasks and responsibilities as assigned

- Uses data to drive organizational, instructional, and informed decision making, i.e. surveys of multiple stakeholders, PA Future Ready Index criteria, Keystone Exams, PVAAS, AP exams, CDT, IXL, etc.
- Ensures student supports are available schoolwide academically, artistically, socially, and emotionally
- Implements a recognition and reward system for staff
- Leads meetings for the purpose of coordinating activities and ensuring that outcomes achieve school, district, and/or state and federal objectives
- Ensures clear and regular communication between personnel, students, and/or parents/guardians for the purpose of investigating and resolving situations and conflicts, problems, and restoring relationships; provides modeling and/or support when needed
- Facilitates the development, communication, implementation, and evaluation of quality learning for the purpose of enhancing excellence, equality, equity, and inclusion for all stakeholders
- Oversees the School Safety Coordinator and safety operations and plans, making recommendations to the CEO for ongoing improvements

Domain 2: Systems Leadership

- Assumes administrative responsibility and instructional leadership for the planning management, operation and evaluation of the educational program
- Assumes responsibility for students school wide
- Oversees the total school program to ensure compliance with federal, state, and local policies and regulations, including PDE, DOH, PA Charter School law; attends professional development and conferences as applicable to stay up-to-date on all regulations and requirements
- Observes all other rules and regulations relative to the operation of the school as established by law and as contained in the Rules, Regulations, and Minimum Standards of the State Board of Education
- Ensures that the school program is compatible with the legal, financial and organizational structure of the school
- Ensures the accuracy of the school's Student Management Information System including the correct coding of subgroups for reporting purposes
- Develops a system for hiring and retaining high-quality employees; provides appropriate supervision to ensure their continued professional growth and improvement
- Ensures the development of robust comprehensive, schoolwide, and annual report planning, development and implementation to sustain continuous improvement (assess needs, develop plan, implement, monitor, evaluate, revise)
- Uses data and feedback to assess the success of budgeting, programmatic decisions, and ensuring equitable allocation of human and financial resources
- Oversees the implementation of new teacher and new student orientation
- Works closely with the Director of Admissions and Assessments, School Counselors, and artistic departments to monitor the audition and enrollment process for prospective students and for incoming students once accepted
- Oversees the health and safety of all students; participates on the Safe2Say call team
- Submits recommendations to the Superintendent & CEO regarding the appointment, assignment, promotion, transfer and dismissal of all personnel assigned at Charter Arts
- Supports the Superintendent & CEO as needed with other projects, community engagement, Charter Arts Foundation events, and other work as assigned

Domain 3: Leadership for Learning

- Supervises the total instructional program of the school, evaluating scope and sequence documents, unit/lesson plans and observing classes formally, informally, and using a walkthrough model to provide feedback and critique with a coaching mindset
- Ensures alignment with rigorous artistic and core subject-specific state and national standards and sets the tone that expectations for all students and staff to facilitate high academic achievement and responsible behavior
- Encourages the use of research-based instructional strategies, materials, and artistic integration and collaboration to the greatest extent possible
- Oversees the state standardized testing program as the District Assessment Coordinator (DAC); leads the school staff in

analyzing, understanding and utilizing data for achievement and excellence

- Communicates, enforces, and holds students and staff accountable to the expectations, rules, procedures, and discipline as outlined in the Student Handbook, Code of Conduct, and Employee Manual
- Oversees annual updates to the Student Handbook and Course Catalog; recommends changes to the Employee Manual
- Ensures that students behaviors are consistent with Charter Arts high expectations and implements a restorative approach and equitable and inclusive practices
- Ensures schoolwide compliance with Act 13 and Employee Evaluation requirements and reporting
- Oversees and conducts administrative team evaluations, teacher evaluations, and non-instructional support evaluations and provides coaching and mentoring as needed
- Establish and coordinate learning walks or walkthroughs of the organization to ensure visibility and monitor student engagement, arts integration, collaboration, school safety, etc. and develop action plans to respond and/or improve the organization as a result
- Ensure the needs of all students are met, including those students with IEPs, 504s, and emergency action plans and ensures compliance with IDEA
- Participates in and acts as the LEA in IEP/504 meetings as necessary
- Responsible for accurate student records, including attendance and grading, and promptly intervenes to ensure families and/or appropriate authorities are engaged to reduce truancy when necessary and to improve student attendance, engagement, and achievement
- Oversees the development of the student and teacher master schedules, including duty assignments and coverage
- Oversees and supports the Director of Admissions and Assessments with all needs related to new and incoming students, including, but not limited to: auditions, new student orientation, back to school night, open houses, the shadow program, foreign exchange program, etc.

Domain 4: Professional and Community Leadership

- Oversee the development of the master LEA calendar with all school wide events and performances
- Manage and coordinate employee professional learning opportunities, calendars, agendas, and communication, etc. to ensure the growth of school staff and enhance the quality of the instructional program
- Assumes the responsibility for planning faculty meetings, parent-teacher communication/meetings, school activities, performances and exhibits
- Supports the Superintendent & CEO with communication and coordination of various departments as needed, including: HR, Business, Finance, Production, Facilities, Media/Communications, and Development departments
- Oversees substitute and employee absence management
- Makes recommendations to the Superintendent/CEO to improve the overall organization and strategize short and long term schoolwide, community improvement efforts
- Holds employees and students accountable for their words and actions in alignment with our BE statements and expectations as outlined
- Ensures accountability for teachers with regards to classroom management, attendance reporting, grading, etc.
- Joins the Superintendent/CEO and the Chairman of the Board on school matters when required
- Conducts and operates all school business in a fair and equitable manner
- Engages parents and the community to maximize support for all that we do at Charter Arts
- Conducts investigations for students and employees when needed
- Ensure that equity, diversity, and inclusion remain as organizational imperatives
- Oversees and expands the opportunities and impact of the Family Engagement Series
- Attends weekly evening artistic performances, student and family programming, and monthly board meetings, etc.
- Performs other tasks and assumes other responsibilities as directed by the Superintendent/CEO and proactively identifies areas of need and addresses them independently or with support as needed

Additional expectations and skills required:

Perform each essential function/duty as listed above satisfactorily.

The requirements listed below are additional expectations, knowledge, skills, and/or abilities required of the Principal:

- Establish and maintain positive, cooperative, and effective working relationships with others
 - Communicate effectively orally and in writing
 - Follow written and verbal directions and utilize correct grammar, sentence structure, and spelling
 - Interpret, analyze and problem solve both written and verbal communications
 - Perform all other work-related tasks to accomplish the objectives of the total school program
 - Have and maintain high expectations for themselves and all students and team members
 - Demonstrate creativity and leadership
 - Operate office/classroom equipment
 - Appropriately handle confidential information per FERPA
 - Engage in challenging conversations with stakeholders as necessary
 - Utilize and implement relevant computer technology (G Suite, SIS/PowerSchool, etc.)
 - Utilize technology and AV equipment to enhance group meetings, presentations, professional learning, etc.
 - Full-time and salaried position, Exempt
 - Physical ability to:
 - Sit 40%; Walk/Stand: 55%; Drive 5%
 - Lift objects of moderate weight from 15 to 30 pounds
 - Look at a screen for an extended period of time for completion of daily tasks, reporting, etc.
 - Utilize manual dexterity for repetitive movement of fingers and hands for keyboarding
 - The Charter Arts school day begins at 7:30am and ends at 3:05pm, and work hours for school administration must account for time before/after school for meetings and nights/weekends for student performances, board meetings, COVID responses, Safe2Say calls/tips, and other events as needed. The schedule may need to adjust or flex depending on the needs of the organization and as outlined by the Superintendent/CEO to help support the mission and vision of the school.
 - *The Charter Arts 2021-2022 schedule may require employees to work on campus, off campus, or in a hybrid format, including both in person and remote, to meet the needs of our students and to maintain CDC/PDE safety protocols pertaining to the COVID-19 Pandemic. Instructional days/times are subject to change as needed based on federal, state, local, or LEA decisions made in the best interest of students.*
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Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates are required to submit up-to-date Act 168, 19, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant is unable to provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years.