

Belton Preparatory Academy Principal Job Description

Position Summary

Principal shall serve as the administrative and instructional leader of the School. Principal shall report to the Board and serve as liaison between the Board and School staff. Principal shall be responsible for the management and execution of the day-to-day activities and operations of the School, including management of personnel, instructional leadership, student discipline, special education, and such other duties and responsibilities as prescribed from time to time by the Board. Principal shall perform all duties and responsibilities in accordance with Board policies, the School's charter and charter contract with its sponsor, and applicable laws and regulations.

Duties and Responsibilities include but are not limited to the following:

- Leadership and management of K-8 programs and activities;
- Leadership and supervision of teachers and staff;
- Supervise and manage the school's financial operations;
- Plan, evaluate, and implement curriculum and instructional programs;
- Coordinate, supervise, and attend school-sponsored activities and events;
- Student recruitment and enrollment;
- Maintain high standards of student academic performance and achievement;
- Maintain high standards of student conduct and enforce discipline policies;
- Hiring and dismissal of teachers and staff in collaboration with the Board;
- Maintain high standards of staff conduct and enforce personnel policies and procedures;
- Evaluations of teachers and staff;
- Planning, organizing, and implementing staff development;
- Assist with budget planning and implementation;
- Ensure compliance with local, state, and federal funding sources;
- Plan, recommend, and implement policies and programs in collaboration with the Board;
- Ensure compliance with the school's charter, charter contract, and charter school laws;
- Ensure school compliance with state accreditation standards;
- Establish and maintain effective communications with parents, students, and staff;
- Oversee management and maintenance of physical facilities and school grounds;
- Establish and maintain community support and relationships with the school;
- Establish and maintain a healthy and appropriate educational environment;
- Foster a culture of professionalism among teachers and staff;
- Oversee management of school and student records;
- Other such duties and responsibilities as assigned or delegated by the Board.

Professional Qualifications and Skills include but are not limited to the following:

- Master's degree in education administration (preferred).
- Current South Carolina administrator's certification.
- Prior experience as a public or charter school administrator.

- Prior classroom teaching experience (preferred).
- Working knowledge of and experience with public school funding.
- Excellent communication skills.

Benefits

- PEBA health insurance.
- Paid Time Off.

Additional Information

Submit cover letter, resume, references, and a copy of current South Carolina Professional Teaching Certificate. apply@beltonprep.us