Purpose:

The 21st century, Generation Success Academy principal provides leadership, management and supervisory skills that promote learning for each student. They lead others and stand for the ideas and values that help to develop globally competent citizens, ready to take on 21st century challenges. They are stewards for learning – student learning, staff learning, and parent learning. They provide a clear vision, inspiration, energy and insight for all stakeholders in an enlightening and high functioning school community. They are focused on nurturing exceptional learners, an all students, for an active role in a democratic society. They have a WIRED focus with special emphasis on creating a learning environment that is self- regulated, integrated, reflective, engaged and full of discovery. They are the conveyors of best practice, catalysts of learning, and protectors of the whole child. They are attentive to habits of mind, data driven decision-making, the change process, accountability, conflict resolution, team building, and a well-organized school. They have a set of beliefs and a skill set that guides the school in day-to-day operations to ensure the health, safety, and welfare of all students, staff, and families. The principals orchestrate a complex, dynamic, and collaborative learning community each and every day where students and student learning are always the central focus.

Reports to: The Principal reports to the CEO.

Qualifications:

The principal shall have a valid Professional Educator License with a General Administrative Endorsement or the eligibility to obtain one. The principal must be of good character and integrity. The principal shall have the experience and skills to work effectively with the staff, district leadership team, students, parents, and community. It is preferred, though not required, that this individual understand mental health, and have a strong amount of experience working with the general mental health of individuals.

Evaluation:

All principals shall be evaluator through our Leadership Rubric, SPS scores, and student achievement data. Principals shall set actionable goals with their staff at the start of each year. Ultimately, a portion of the principal's overall evaluation shall come from their direct reports reaching their goals for the year.

Job Responsibilities:

1. Living A Mission, Vision, and Beliefs Focused on Results:
   • Creates and implements a vision that leads to student improvement for all learners
   • Develops shared vision of rigor and high expectations
   • Ensures vision and mission drive school decisions
   • Confronts low expectations
   • Conducts crucial conversations based on student performance data for purpose of enhancing student learning
2. Leading and Managing Systems Change:

Develops, implements and monitors outcomes of school improvement plan and student achievement data to improve student learning
• Creates safe, clean, orderly learning environment
• Collaborates with staff to achieve school improvement plan targets
• Utilizes current technologies to support leadership and management functions
• Align resources to improve teaching and learning

3. Improving Teaching and Learning:
   • Works with and engages staff in shared vision for effective teaching and learning by implementing a standards based curriculum, relevant to student needs and interests, research-based effective practice, academic rigor, and high expectations for student learning in every classroom
   • Implements curricular scope and sequence
   • Reviews instructional practices
   • Creates continuous improvement cycle
   • Implements data guided decisions
   • Implements data guided instruction
   • Uses disaggregated data
   • Selects and retains teachers that maximize student learning
   • Evaluates the effectiveness of teaching and holds teachers accountable
   • Ensures professional learning for teachers that enhance student learning
   • Promotes use of technology to enhance student
4. Building and Maintaining Collaborative Relationships:
   • Creates, develops and sustains relationships that result in active student engagement in the learning process
   • Utilizes meaningful feedback of students, staff, families, and community in the evaluation of school programs and policies
   • Proactively engages families and communities in support of child's learning and school learning goals
   • Demonstrates an understanding of the change process
   • Strengthens collaboration with other schools, as well as local, regional, national and international communities
   • Develop professional learning networks within schools, as well as local, regional, national and international communities
5. Leading with Integrity and Professionalism:
   • Treats all people fairly and with dignity and respect. Protects the rights and confidentiality of students and staff
   • Demonstrates personal and professional standards and conduct that enhance the image of the school and the education profession
   • Creates and supports a climate that values, accepts, and understands diversity in culture and point of view.
   • Recognizes strengths of diverse population
   • Creates a culturally responsive climate
   • Engages in courageous conversations about diversity

• Expands opportunities for all students to learn from and work with highly qualified and diverse staff

6. Creating and Sustaining a Culture of High Expectations:
   • Builds a culture of high aspirations and achievement for every student
   • Requires staff and students to demonstrate consistent values and positive behaviors aligned to the school's vision and mission
7. Other duties as determined by the CEO.

Assistant Principal Job Description

Purpose:

The assistant principal serves as a member of the administrative team to develop and implement the total school program. This individual acts in concert with the principal on all initiatives, vision and mission aligned needs.

Reports to Principal

Supervises those assigned by Principal

Essential Duties

Pre-Class Organization: assists to implement student orientation and registration activities.

Planning the School Program: assists in the development and establishing of the school goals and objectives and the planning of the schools instructional program.

Implementing the School Program: assists to provide direction to staff in implementing goals and objectives and interacts and meets with staff to assist in their development.

Evaluation and Remediation of the School Program: assists in the evaluation of the school program and of staff and assists to initiate needed improvements.

Involving the Staff in Budget Allocations: involves the staff in setting budget priorities.

Keeping Professionally Competent: acts to upgrade own professional knowledge and skills.

Coordinating Budgets and Schedules: assists in the preparation and management of budgets and schedules and in the coordination and implementation of the co-curricular program.

Handling Disciplinary Procedures: assists to define and disseminate information about school disciplinary policies and procedures to parents, students, staff and community.

Coordinating and Communicating the Schools Formal Structure: communicates and carries out established policies, delegates and accepts responsibility for completion of tasks and communicates program goals, objectives and policies to the community.

Coordinating School Services and Resources: assists in supervising and maintaining auxiliary services and uses community resources to supplement the school program.

Facilitating Organizational Efficiency: promotes and maintains open communications, positive student attitudes, respects dignity, worth of staff, students, and complies with established lines of authority.

Assisting in Record Keeping: assists in completion of records and reports and in the supervision and inventory of necessary supplies, textbooks, equipment and materials.

Other duties as assigned by the principal

Qualifications

Must have obtained a Bachelor's degree from an accredited institution. Should have a minimum of 4 years of classroom experience. Must believe that all students can succeed at high levels.

Dean of Students Job Description

The Dean of Students works with the Principal in carrying out the school's academic and behavior programs. As a professional educator the Dean of Students understands and responds to the challenges presented by today's diverse student population. The Dean of Students provides proactive leadership to engage all stakeholders in the delivery of programs and services to support the students' academic achievement, personal and social development. The Dean of Students works cooperatively with the principal, counselor, nurse, staff, students and parents towards a positive school climate.

Essential Duties

Serves as a resource for building staff, administrators, and parents in working with students, creating a positive school climate, and helping students develop a positive self-concept.

Skill in human relations which demonstrates sensitivity to needs and concerns of others.

Dean of Students participates or leads development of positive behavior support systems and development of intervention strategies.

Demonstrated ability to work successfully and positively with all students to provide them with assistance in meeting their educational needs.

Coordinates, facilitates and implements disciplinary intervention steps, including PBIS, and processes with staff, working closely with the principal.

Attends and participates in various leadership team meetings and other building meetings as assigned.

Must possess the ability to interpret attendance data accurately.

Coordinates, facilitates and implements attendance intervention steps, including but not limited to holding attendance conferences, making home visits, and preparing Louisiana required paperwork.

Contacts students and parents to discuss attendance irregularities.

Coordinates nine-day conference and refers students to the principal in cases of absences at or beyond twelve days.

Manages student discipline.

Coordinates implementation of parent involvement as well as school sponsored events.

Assists with school-wide and event supervision. May oversee school-wide emergency preparedness team meetings and implementation efforts.

Demonstrated ability to communicate orally and in writing with clarity and conciseness.

Motivates students in a positive direction which will help students to increase individual decision making responsibilities.

Ability to effectively supervise building classified staff in keeping with the staff member's collective bargaining agreement.

Qualifications

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population. Louisiana State teaching certification preferred. A minimum of 4 years of education experience required. Ability to support and value the efforts of ongoing cultural community projects and events. Skills and ability to serve as an educational leader including the ability to plan, organize, and facilitate staff meetings, planning processes, and cultural community projects and events. Strong assessment, analytical and diagnostic skills. Mental health training and/or experience is strongly preferred.

Generation Success Academy Director of Operations

JOB DESCRIPTION:

The Generation Success Academy Director of Operations is responsible for planning, coordinating, and supervising the day-to-day business operations of a school office, and serves as administrative aide to the school principal, relieving him/her of administrative details.

PERFORMANCE RESPONSIBILITES:

1. Supervises the enrollment, transfer, discharge, and readmission process for students and the preparation of related records and files.

2. Supervises the preparation of student enrollment and attendance report.
3. Supervises the maintenance of student records, including assessment results, test scores, discipline citations, medical reports and records, and other documents.
4. Supervises student medication dispensation and injury reports.
5. Supervises Requisitions, receives, and distributes/stores classroom, school office and Work Room materials and supplies; maintains ongoing inventory; processes packing slips.
6. Prepares and processes field trip requests.
7. Maintains school web site.
8. Assists in writing, translating (if bilingual), publication, and distribution of weekly school newsletter.
9. Coordinates the development of, and prepares, school site General Fund and special projects budgets; prepares budget transfers as appropriate; monitors charter school budget.
10. Prepares and maintains purchase orders and other expense records; approves, logs, and monitors expenditures; reconciles site records with monthly District Office reports; resolves discrepancies; and ensures expenditures are within budget allowances for the month and year.
11. Secures childcare coverage for special events.
12. Prepares necessary forms for District Department of Human Resources to hire, upgrade, terminate or authorize special payments to staff.
13. Prepares yard supervision schedule.
14. Prepares certificated prep schedule.
15. Recruits appropriate prep teachers.
16. Prepares and communicates weekly memo to staff.
17. Organizes interview process for hiring certificated and classified staff.
18. Plans, assigns, trains, and evaluates classified staff in accordance with District standards, timelines, and procedures.
19. Processes, assigns, trains, and directs work of volunteers.

20. Plans and coordinates arrangements for school and community activities; acts as liaison between school and other schools, District Office, outside agencies, the parents, and the public at large.
21. Serves as the custodian of school office records.
22. Develops, implements, and monitors work practices, systems, and methods that are effective, efficient, and consistent with District standards, policies, and procedures.
23. Coordinates school principal's site master calendar of meetings and events.
24. In-services new staff on School and District policies and regulations as they apply to school site operations; standard school site rules and procedures; computer operation and software programs used at the school site; proper use of office equipment; and emergency procedures.
25. Arranges for conferences and travel of administrators and staff; prepares related purchase order or payment requisitions; and follows up with receipts, invoices, and expense claims.
26. Investigates circumstances of employee on-the-job injuries; prepares required documentation; and reports safety hazards to school principal and District Safety Officer.
27. Scrutinizes facility wear and tear and makes recommendations as to facility improvement (i.e., carpet replacement, exterior and interior paint, turf).
28. Promotes and maintains a positive and effective school climate by ensuring that all interactions with staff, students, parents, and the public at large are prompt, efficient, helpful and friendly.
29. Seeks out and participates in educational and professional development and motives and encourages such developments for school -classified employees.
30. Recognizes problems and impediments and reports them promptly with options for solutions to the site principal; promotes and assists with constructive resolutions.
31. Establishes and maintains professional and cooperative working relationships with all stakeholders: parents, students, staff, neighbors, and partners.
32. Monitors District and Special Projects accountability timelines and coordinates timely completion of administrative/clerical tasks.
33. Prepares annual performance audit in collaboration with school principal.
34. Monitors and analyzes student performance assessment data preparing reports as needed for various special projects (i.e., after school program, summer school).
35. Organizes summer school programs.
36. Prepares and processes facility use agreement forms using established District procedures.
37. Perform other duties as assigned by Charter School Principal.

School Leadership Job Descriptions

QUALIFICATIONS

Credential and/or License:

Education:
B.A. or B.S. degree required with course work in Business Administration, Organizational Management, or related discipline desired.

Experience:
Three years broad, varied and increasingly responsible experience with budgeting, computer information systems, and organizatinal procedures. Charter school experience desireable.

Knowledge and Abilities:
Knowledge of principles, methods and procedures, related to purchasing, operation, safety, computer networking programs, food service, budgeting and accounting, electronic data processing techniques and methods, purchasing and inventory control systems; Knowledge of principles, methods, techniques and strategies of organization, management and supervision; Knowledge of law, policies and regulations pertaining to youth and employee records; Ability to apply empirical principles and procedures in work performed; preparation of financial and statistical documents and reports; Analyze student achievement data, draw logical conclusions and prepare comprehensive reports; Establish and maintain cooperative relationships with all partners; Deal effectively and graciously with situations requiring tact and judgment; Exercise patience, common sense, and good humor to thrive within the pressures, competing priorities and demands of a school office environment.

EVALUATION:
Performance of this job will be evaluated by the school principal in accordance with the District's policies and procedures.