

Interested candidates should send a resume and cover letter to [ldonaldson@princetoncharter.org](mailto:ldonaldson@princetoncharter.org). We are currently accepting applications.

Princeton Charter School is an Equal Opportunity Employer.

## Job Posting

### **ASSISTANT HEAD OF SCHOOL - K-4 DIVISION HEAD**

The Division Head will support the Mission, Goals, and Charter of Princeton Charter School, support the school and its leadership, be responsible to the Head of School and report to the Head of School.

The K-4 division head is charged with the comprehensive responsibility for all activities involving students and faculty in the division.

The Division Head responsibilities include:

#### **Academic and Operational**

- Maintain congruency among the school's mission statement and charter and all activities of that division
- Act as the educational leader of the school division, ensuring excellence of instruction and student achievement by observing, supervising and evaluating the instruction of the curriculum in the division
- Be responsible for the day-to-day operation of the division
- Articulate the division's programs, expectations, behavioral guidelines and other information to all constituencies
- Represent the school in admissions outreach and support the admissions process .
- Schedule and administer standardized testing for students
- Complete required state reports
- Coordinate the faculty's submission of P.O.'s and requests for classroom maintenance at the end of the school year
- Assist with the annual revision of the Faculty and the Student / Parent Handbooks

#### **Responsibilities for Faculty**

- Ensure that personnel adhere to school policies and procedures
- Model, provide for, and supervise faculty self-evaluation, professional growth, and scholarship. Provide opportunities for teachers to grow in their understanding of the School's curriculum and mission
- Conduct evaluation of teachers
- Make recommendations to the Head of School regarding the hiring, retention and assignment of faculty

- Conduct regular division meetings with faculty covering routine school matters and key educational issues; maintain records of meetings, and provide the minutes to the Head of School
- Coordinate, with the Head of School, programs for the orientation of new faculty to the school

### **Students and Families**

- Set the tone and model the values of the School in interactions with students, families, staff, and the community, providing an example of respect, openness, fairness, curiosity, and compassion for students and families
- Maintain student discipline and follow through with correspondence and record-keeping relating to discipline per school policy
- Serve as HIB - School Anti-Bullying Coordinator
- Ensure that students needing support are identified in a timely manner and receive the appropriate resources from faculty, supplemental teachers, the school counselor, and/or the Child Study Team to support the students where necessary
- Communicate in a timely fashion with parents and teachers about student performance and behavior
- Review for accuracy and appropriate content all student interim reports and report cards before distribution
- Keep the Head of School fully informed on student issues and all relevant matters pertaining to school life
- Oversee student award programs, ceremonies, and other recognition of achievement by members of the PCS community
- Oversee the faculty writing of the requested recommendations for students applying to other independent schools
- Organize the program of orientation and the transition of new students to the division Perform other duties as assigned by the Head of School.

### **Essential Skills**

- Understanding of K-4 curriculum and pedagogy
- Leadership Skills
  - Strong communication skills
  - Strategic planning/thinking
  - Problem solver
  - Collaborator
- Staff supervision
  - Hiring, recruitment, censure, renewal/non-renewal
  - Evaluation, coaching
  - Professional development
  - Understanding of HR policies and laws
  - Setting standards- setting culture
  - Presence and visibility
- Executive Functions
  - Organizational skills
  - Technology skills

- Time management skills
  
- Student discipline philosophy
- Parent communication/experience
- Understanding of school law
- Data - Testing analysis
- Budget experience (a plus)

### **Requirements**

- NJ Supervisor certification or Principal certification (preferred)
- K-4 classroom teaching experience
- K-4 Leadership / Administrative experience
- HIB - management experience/knowledge
- Special Ed/IEP experience

### **Benefits**

- Princeton Charter School employees are enrolled in the Teacher's Pension and Annuity Fund, TPAF
- Entitled to health benefits through the New Jersey Educators Health Plan
- Employees may also enroll in supplemental retirement accounts through TIAA.