

Principal Job Description

The Museum School of Avondale Estates <http://www.themuseumschool.org> seeks a dynamic and energetic leader to become the Principal for The Museum School. The Principal will be the educational leader and chief administrator, responsible for leading the school to achieve its mission and charter. The Principal will directly report to the school's Executive Director. The Museum School is a community-founded school and seeks a leader who will recruit and support the diversity reflected in the community.

The mission of The Museum School of Avondale Estates is to inspire students, teachers, and the community to collaborate to develop strong critical thinking, interpersonal, and academic skills in our students, which will prepare them for real-world success. The Museum School offers the accessibility of a public school with the organizational and curricular innovation of a museum school model. Beginning at the neighborhood level, students develop a strong sense of community, independence, responsibility, and respect for the impact of their decisions and actions on others. These skills will inspire them with the confidence to identify and manage problems at the local and global level.

The position will be for the 2019-2020 school year. Qualified candidates should send resumes to The Museum School – Katherine.kelbaugh@themuseumschool.org or Attn: Katherine Kelbaugh 923 Forrest Blvd, Decatur, GA, 30030.

Qualifications

- Minimum Masters Degree; Education or Educational Administration preferred
- Minimum 5 years teaching experience; Minimum 2 years experience in instructional leadership
- Appropriate licensures, certificates or endorsements
- Knowledge of the laws, rules, procedures, and programs specifically related to the operation of charter schools
- Knowledge of various instruction and teaching methodologies
- Excellent organizational, planning, and implementation skills

Responsibilities and Competencies

The Principal will be responsible for:

- Ensuring daily operations and programming align with The Museum School's mission, core values, and charter goals
- Leading curriculum development, instruction, and assessment in line with the workshop and museum models
- Managing day-to-day operations of the school
- Selecting and hiring school staff (teachers and school-based support staff)
- Observing instruction of all teachers and assistants regularly, coaching and evaluating staff to ensure quality instruction and student achievement
- Developing budgets and implementing proper financial controls with the support of a Business Manager
- Engaging and involving parents; interpreting the mission of the school to the community through direct involvement and public relations initiatives
- Fostering and sustaining curricular, resource, and community partnerships
- Assisting in fund development efforts; Supporting the TMS Foundation, and fundraising and development plans
- Assuring implementation of policies, including complying with relevant DeKalb County School District reporting requirements

The ideal leader will possess these qualities:

- Passion for charter school ideals, including parental choice, school accountability, and student achievement
- Entrepreneurial spirit and drive for the school's vision and mission
- Professionalism, organizational values and time management skills required to develop and execute plans
- Ability to inspire groups of individuals to work together to achieve a common purpose
- Ability to promote a culture of open communication and respect
- Strong self-awareness of strengths and areas of development, and commitment to professional growth
- Highest commitment to values and ethical principles in self and organization