

Title: Director/Principal

Supervisor: Children's Community School Board of Directors

POSITION DESCRIPTION

The Principal Director shall serve as the head of the school. The Principal will effectively communicate the school's mission to a wide and diverse range of stakeholders. The Principal will provide direction to its professional staff; develop, implement and evaluate the educational programs offered by the school; provide the leadership and management necessary to oversee an on-going, efficient and effective program; coordinate interactions with parents, outside agencies, community leaders and vendors; and supervise the financial operations of the school's resources.

DUTIES AND RESPONSIBILITIES

Mission Awareness

- To articulate clearly the mission and goals of Children's Community School to a wide range of publics including but not limited to Staff, Board of Directors, parents, civic community, and funding sources
- To support/promote and atmosphere of community and compassion among the staff and students

Curriculum

- To work with the professional staff in developing, implementing, and evaluating an educational program which reflects awareness and knowledge of the stages of child development
- To lead staff meetings which encourage collaboration and effective team functioning
- To be knowledgeable about, and communicate to the staff, current education trends
- To provide the staff with adequate resources to effectively do their work

Supervisory

- To provide the supervisory support and leadership necessary to oversee ongoing and effective program development
- To evaluate all teachers, assistant teachers and school staff annually
- To confront and resolve personnel problems

Administrative

- To provide efficient and effective personnel and office management
- To coordinate interactions with outside services and agencies
- To work closely with the Executive Committee of the Board of Directors in planning the monthly meeting agenda
- To keep current on changes in school and employment law, legislation, fire, health, and safety codes

Financial

- To oversee financial management
- Work with Finance Committee and Treasurer of Board of Directors to prepare annual budget

Development/Public Relations

- To work collaboratively with Director of Development to identify needs for funding and to identify grants and sources of funding and to participate in the research and writing of grants and funding reports
- To speak on behalf of the school to civic, business, and funding groups
- To be actively involved in the cultivation and solicitation of major donors and gifts to the school

QUALIFICATIONS

- Proven leadership/administrative experience in elementary education
- An understanding of the multifaceted needs of children from inner city
- An advanced degree – preferably in School Administration
- Excellent written and verbal communication skills
- Required experience in Early Childhood Education
- Knowledge of school Accreditation Process

Director/Principal

Date

Board of Directors/President

Date

AD FOR CCS PRINCIPAL

Job -- Executive Director/Principal for Children's Community School, an independent Pre-K through 5 not for profit school in Waterbury, Ct.

Qualifications --

- Experience within urban school environment
- Experience in developing, implementing, and evaluating educational programs and curriculum
- Ability to coordinate interactions with outside agencies
- Experience in financial management of school's resources
- Advanced degree required, preferably in School Administration
- Required course work/experience in early childhood education
- Demonstrated success in public relations
- Knowledge of School Accreditation processes

Application Deadline -- July 22, 2013

Send resume with two professional and one personal reference to:

Search Committee
PO Box 314
Thomaston, Ct. 06787-0314

Or

E-mail to

ccs.searchcommittee@yahoo.com