



## **Middle School Principal**

REAL Journey Academies (RJA) is a non-profit charter school management organization designed to significantly increase college entrance and graduation rates for underserved students in the Inland Empire. We aim to impact and revitalize communities through the development of education and other supportive partnerships.

### **Job Purpose:**

RJA is seeking an innovative principal to lead a talented and mission driven staff and who is committed to shepherding the school to the next level of academic excellence. The principal will enjoy the tractability to lead the school to achieve outstanding academic results and to build rewarding work environments that retain exceptionally talented educators dedicated to attaining career success for all students. The principal should possess a deep knowledge of teaching and instruction as well as demonstrated success in engaging and inspiring a school community to achieve high levels of student success while overseeing day-to-day culture of excellence and achievement of the school.

### **Essential Duties and Responsibilities:**

#### **Academics and School Culture**

- Build a strong school-wide sense of community amongst students, staff and families to maintain an environment that promotes RJA's values and vision
- Create a positive and results-oriented culture with a focus in promoting student achievement and collaborative leadership
- Bring to life student interventions plans that provide individual student support for targeted struggling students
- Design and implement a successful student achievement plans that can be supported through assessments such as benchmarks, classroom data, and parent and student feedback
- Utilize appropriate assessment data and collaborate with partners to establish rigorous, concrete goals to influence successful instructional programs
- Plan, facilitate, and participate in school sponsored events

#### **Staff Leadership & Development**

- Drive instructional excellence by developing and managing Professional Development (PD) for all staff including facilitation of in-service and training
- Supervise, coach, develop and evaluate teachers via regular classroom observations, providing feedback and professional growth plans to be furnished to the Chiefs of Operations and Academics

**DISCLAIMER:** This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.



### **Middle School Principal**

- Establish strong system of communication through weekly facilitation of PD/staff meetings in alignment with RJA's performance management system
- Foster an environment of deep collaboration and seek ideas for school improvement through engaged staff meetings

#### **School Operations**

- Oversee site operations in coordination with the home office in order to ensure effective fiscal and operational practices, appropriate staffing, and regulatory compliance that align with day-to-day operations with a focus on attaining school-wide goals
- Establish collaborative relationships with the Chiefs of Operations and Academics and Directors of Student Services, Academics/Curriculum and Education
- Recommend appointment, discipline and/or termination of personnel
- Foster open and ongoing communication with parents/guardians and operate as the final contact person to administer progressive student discipline
- Develop and execute clear, effective operational procedures consistent with RJA's mission and values as well as legal regulations
- Assume responsibility for the health, safety, and welfare of students, employees and visitors
- Substitute as needed when a regular teaching substitute is unavailable

#### **Desired Skills and Traits:**

- Passion for working with traditionally underserved communities in high performance settings
- Excellent interpersonal and communication skills, both verbal and written
- Proven ability to build and cultivate relationships with adult stakeholders
- Ability to influence an atmosphere of professionalism amongst all personnel
- Lead the program in compliance with policies and regulations, maintains high standards of honesty and integrity and present oneself with poise and stability

#### **Additionally, experience in the following areas is helpful:**

- Experience organizing and directing an educational program that provides for the social, emotional and intellectual development of the students

**DISCLAIMER:** This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.



### **Middle School Principal**

- Experience leading, managing, and coaching other educators to increase student achievement with a student population similar to RJA schools in an urban or charter school
- Experience in managing multiple employees with a variety of job descriptions, or equivalent educational leadership experience

#### **Minimum Requirements:**

- Master's Degree in Education or related field from an accredited college or university
- Valid California admin credential preferred
- Three or more successful years of school leadership experience

#### **Physical demands:**

- Ability to exert up to 10 pounds of force to lift, carry, push, pull, or otherwise move objects
- Occasional or frequent standing, walking, sitting, bending, stooping and reaching for extended periods of time
- Occasional computer work including but not limited to typing

#### **Compensation & Benefits:**

- This is an outstanding opportunity for a highly motivated educator to assume a fundamental role in an innovative school environment
- REAL Journey Academies offers its employees a competitive salary range of \$80,000-\$115,000 commensurate with experience
- We pride ourselves in offering a competitive benefits package that covers full benefits (medical, dental, vision, and life) as well as voluntary benefits, paid time off, and CalSTRS

**DISCLAIMER:** This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.