Principal (Grades K-8) Job Description

Areas of Responsibility
- Develops, implements, and monitors the School Improvement Plan
  - Leverages teacher leaders throughout the process
  - Creates staff professional learning plan aligned with SIP
- Oversees all areas of instruction, including language program implementation, curriculum, and assessment
- Monitors student discipline and safety
- Leads individual and small group professional learning
- Evaluates instructional staff

Must-haves

High-priority skills and qualities
- Principal certification
- High level of cultural competence
- Great interpersonal skills (relationships)
- Excellent data tracking and interpretation habits (data-informed decisions)
- Strong time management and task prioritization capabilities (proactive)
- Continuously seeks ways to improve (reflective)
- Finds creative and efficient ways to leverage resources (solutions-focused)
- Adaptable and flexible (let’s find another way to get this done)
- Understands balance of transparency and discretion (trustworthy)
- Models a restorative mindset (students first)

Nice-to-haves
Skills and qualities that are a plus but not necessarily a requirement
- Proficiency in French, Spanish, or Chinese
- Experience in K-8 administration
- Solid understanding of Multi-Tiered Systems of Support, IDEA, and federal programs

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