



POSITION TITLE: Homeschool Principal

FLSA STATUS: Exempt

REPORTS TO: Chief Executive Officer

WORK DAYS: 210

JOB DESCRIPTION:

The Great Valley Academy Homeschool Principal serves as the leader of the homeschool program serving Kindergarten through 8th grade. This program works in conjunction and collaboration with the GVA site based campuses.

Achieving excellence, in alignment with the GVA vision and mission requires that the homeschool Principal work collaboratively to direct, inspire and nurture all members of the school staff as well as the larger parent community. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, and facility operations.

ESSENTIAL JOB FUNCTIONS:

- Ensure alignment with the vision, mission and charter of GVA.
- Establish the annual master schedule for instructional programs consistent with the GVA vision, mission, philosophy and instructional goals.
- Establish and maintain a positive, professional, respectful rapport with staff, parents and students.
- Consistently demonstrate only the highest ethical and professional standards when working with staff, parents and students.
- Manage, evaluate and supervise effective and clear procedures for operations, including instructional programs, extracurricular activities, and discipline.
- Serve as a role model for students, dressing professionally (GVA Uniform), demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Support all staff to do the same.
- Establish and promote high standards and expectations for all students and staff for academic performance, character development, Great Valley Smart and responsibility for behavior; always in alignment with the GVA vision, mission, and philosophy.
- Use comprehensive knowledge of current research in education and proven abilities in curriculum and instructional design to meet individual needs in a diverse student population.
- Provide leadership and support for multiple models using a variety of curricular options.
- Conduct regular staff meetings and provide leadership for the selection, placement, support, professional development, and evaluation of assigned staff.
- Supervise enrollment, including interview, transfer and disenrollment of students.

- Possess knowledge and understanding of the current laws pertaining to Homebased Charter Schools.
- Hire, evaluate and terminate certificated and classified staff.
- Expand student enrollment through marketing, teacher, community and parent communication.
- Attend and contribute to all student IEP's.
- Serve as Homeschool liaison to the Board of Directors.
- Communication with GVSmart regarding classes and student needs.
- Coordinate and facilitate offsite extracurricular activities/events with staff.
- Keep the Chief Executive Officer apprised of homeschool status via regular meetings and written communication.
- Provide open and direct communication while being open to ideas for the improvement of the homeschool.
- Assume responsibility for the health, safety, and welfare of students, employees and visitors.
- Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature.
- Develop clearly understood procedures and provide regular drills for emergencies and disasters (focused on student and staff safety).
- Maintain visibility and positive contact with students, teachers, parents and executive staff.
- Communicate regularly with parents, maintaining high quality school community.
- Use effective presentation skills when addressing students, staff, parents, and the community including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- Complete in a timely fashion all records and reports as requested by executive management.
- Supervise the maintenance of accurate attendance records.
- Supervise and observe all instructional practices in the school, including coaching and mentoring directly or through other staff and/or professional development programs.
- Oversee implementation and facilitation of homeschool policies and procedures
- Participate in annual and ongoing budget process.
- Ensure that student records are complete and current.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Maintain procedures for safe storage and integrity of all public and confidential school records.
- Organize and supervise procedures for identifying and addressing special needs of students.
- Act as a community ambassador for GVA.
- Lead in the development and successful implementation of school improvement goals/objectives which increase student achievement through team efforts.
- Provide a loving, nurturing climate for students while using proactive discipline techniques in a common sense atmosphere.
- Other duties as assigned.

QUALIFICATIONS:

1. BA/BS degree or graduate degree.
2. Valid California teaching credential.
3. Administrative credential preferred.
4. Homeschool experience preferred.
5. Demonstrated successful leadership in a senior administrative position in a public or private school.
6. Demonstrated successful teaching experience and other school roles, with a minimum of five years' experience.
7. Demonstrated leadership in working with professional staff, students, and the community.
8. Agreement with and commitment to the vision, mission and philosophy of GVA.
9. Commitment to accountability, including a rigorous academic program.
10. Experience or familiarity with data management and presentation as well as commitment to achieving students' academic and character development goals.
11. Demonstrated success in facilitating parental involvement, and community development.

Other Requirements:

- Fingerprint clearance
- TB clearance

WORKING ENVIRONMENT/CONDITIONS:

This position works in a variety of settings including classrooms and outdoors and may experience heat or cold extremes as well as fumes, odors, dust; noise level moderate to loud.

Right to Revise:

This Job Description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

SALARY RANGE:

\$81,885-\$109,180