



Office of Talent

TITLE: Innovative Campus Principal and Teacher

DEPARTMENT: Office of Schools and Learning

REPORTS TO: Superintendent

RECEIVES GUIDANCE FROM: Senior Leadership Team

BASIC FUNCTION (BF1): Under the supervision of the Superintendent and guidance of the Senior Leadership Team, the Innovative Campus Principal and Teacher is responsible for the implementation of the district's education and special programs through the supervision, support, and evaluation of teachers/staff. This will be executed through the Innovative Campus programming to meet the needs of diverse learners in non-traditional settings. Guided by the principles of the district's vision, mission, and core values and the Iowa Standards for School Leaders (ISSL), the Innovative Campus Principal and Teacher will provide visionary, instructional, and management leadership to teachers and staff. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the students, staff, and community.

SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-13)

Demonstrated Experience or Willing to Acquire Skills:

1. Exhibits essential dispositions and ownership of the district mission of "*Regardless of who you are or what your story is, you can learn and be loved here.*"
2. Exhibits essential dispositions and ownership of the district vision of "*Creating compassionate competent problem solvers.*"
3. Exhibits essential dispositions and ownership of the district core values
 - a. Demonstrated success of always doing what is best for all kids.
 - b. Believes in the concept of family
 - c. Demonstrated success as a committed leader
 - d. Believes in the concept of passion
 - e. Demonstrated success in being invitational
4. Exhibits essential dispositions of being a collaborative leader and colleague
 - a. Empathic
 - b. Motivated
 - c. Humble
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-23):

Demonstrated Experience or Willingness to Acquire Skills:

1. Establish and promote high standards and expectations of all students and staff for academic performance facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community
2. Foster a school culture and climate that supports both student and staff success and promotes respect and appreciation for cultural diversity
3. Lead in the area of human capital, including supervising, evaluating, coaching, hiring, and retaining highly effective school staff
4. Lead, plan, and support professional learning of teachers and staff focused on high quality, evidenced-based curriculum and instruction
5. Analyze school, district, and state assessment results to determine school progress towards meeting strategic goals and develop next steps to improve student learning outcomes
6. Coach and support school leaders and teachers in the following areas:
 - a. School culture with a focus on learning, organizational health, continuous improvement, innovation, and collaborative practice
 - b. Systems to monitor and evaluate teacher/staff performance to improve learning outcomes
 - c. Data-driven instructional practices to analyze and improve student learning
 - d. Research-based instructional framework to observe teacher practice, provide feedback, and plan individual and collective professional learning to meet identified needs
 - e. Use of financial resources, time, facilities, technology, and partnerships innovatively and equitably to accomplish the goal of effective learning outcomes for students
 - f. Development of distributed organizational leadership capacity among teachers/staff and leadership teams
 - g. Progress monitoring of strategic planning and performance targets/metrics
7. Resolve conflicts and ethical dilemmas with teachers, parents, students, and staff
8. Implement district policies, procedures, and/or processes to manage and support staff with their assigned responsibilities
9. Regularly participate in system collaboration to ensure focus on support of teachers/staff as the key driver of student learning outcomes
10. Exceptional organizational skills
11. Knowledge in current educational research relative to curriculum, standards-based instruction, and effective pedagogy
12. Knowledge of alternative and innovative educational programs
13. Demonstrates experience of unconditional and positive love towards all students, regardless of circumstance
14. Demonstrate experience and leadership in assisting students from diverse background and circumstances
15. Thorough knowledge of building capacity of school leaders for the purpose of improving student learning outcomes
16. Assist in the development and implementation of student behavior systems/interventions for effective outcomes
17. Strong communication skills, both oral and written
18. Able to lead transformational change in complex organizations
19. Manage and lead complex systems of innovative instruction throughout the campus
20. Serve as the teacher of record as necessary and provide instruction as needed
21. Serve as a senior advisor to the superintendent
22. Perform other duties as required or assigned
23. Represent Charles City Community Schools effectively in the community, state, and nation

ABILITIES (A1):

This position will require physical demands that include constant standing, walking, manual dexterity, reaching/pushing/pulling, lifting up to 25 pounds, carrying 35 feet, working inside/outside, and extremes in temperature/humidity. There will be frequent sitting, climbing/stairs, bending/stooping, and driving.

KNOWLEDGE AND EDUCATION (KE1-4 and KED1-3):

Required:

1. Master's Degree in Educational Leadership
2. Iowa Administrative Certification with evaluator approval
3. Demonstrated successful experience as a classroom teacher (at least 3 years)
4. Iowa Teacher Certification

Desired:

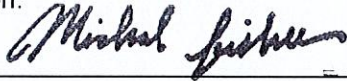
1. Specialist or Doctorate Degree
2. Knowledge and experience in leading transformational change
3. Demonstrated and successful experience in school administration and/or educational leadership

POSITION INVENTORY: N/A

FLSA STATUS: Exempt

FT/PT: FT 260 Day

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.



* Talent Office Authorization

*This job description is not approved without the signature of the Talent Office Administrator

Date: 12-1-21

Last Reviewed: 12-1-21

Candidate Signature _____ Date _____

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein

