



Upper School Principal

Reports to: Headmaster

The Upper School Principal will sustain the excellence and mission/core values congruence of all activities in the division (9th-12th Grades) and will work closely with its faculty, students, and parents. The 12 month position reports to the Headmaster, and works with the Academic Dean, Director of Student Life, Director of Technology, Athletic Director, Fine Arts Coordinator, and Upper School Academic Support Coordinator. The Upper School Principal is a member of the school's Leadership Team and is supported by a Director of College Counseling, Department Chairs, Administrative Assistant, and an experienced and excellent faculty.

Primary responsibilities:

- Serve as the educational and spiritual leader of the division and be responsible for its day-to-day operation
- Direct the activities of the faculty and staff in the performance of their duties and serve as their advocate, champion, and coach
- Articulate the division's mission, vision, and programs to ensure all constituencies are fully informed consistent with their individual roles
- Visit classrooms regularly
- Teach one class
- Observe, evaluate, supervise, and mentor the faculty with the goal of improving teaching and learning
- Harness and develop faculty passion to improve curriculum, instruction, and assessment and create a culture of growth, learning, innovation and continuous improvement
- Work with the Academic Dean, Department Chairs and faculty to develop and update the Curriculum Guides
- Provide an environment conducive to teaching and learning that is safe and secure and a supportive school climate with high morale
- Create a culture within the division that reflects the school's mission and core values and supports students' developmental needs (educational, spiritual, physical, social, psychological, etc.)
- Oversee and direct the sponsors of various student organizations, clubs, and activities while working closely with the Director of Student Life
- Communicate and interact regularly and effectively with faculty/staff, students, and parents
- Make recommendations to the Headmaster with support from the Academic Dean for hiring, retention, and assignments of faculty and staff while leading recruitment efforts
- Organize, plan, and lead regular faculty meetings
- Maintain a comprehensive events calendar for the division and provide oversight and coordination with all co-curricular activities

- Provide academic guidance to students and parents
- Maintain complete and confidential academic records on all students and parents
- Oversee the overall grading process and report card distribution
- Oversee the content and revision of the division's Student/Parent Handbook
- Establish guidelines for student behavior, monitor student decorum, and maintain accurate and confidential discipline records
- Be visibly present in all areas of the school and at after-school activities
- Create a master schedule and assign faculty and students to classes and other obligations with support from the Academic Dean and Middle School Principal
- Support faculty with classroom management, effective instructional strategies, communication with parents and general school matters
- Assist in the admission process for the testing, interviewing and evaluating of applicants
- Maintain and control the division budget
- Serve as a member of the Education Committee (PK-12) and the Board's Education and Spiritual Life Committee
- Work closely with the Parent Club as it supports the division's efforts
- Perform other duties as assigned by the Headmaster
- Support the school and its leadership