



La Fe Preparatory School Principal- Job Description

The principal will be the educational leader of La Fe Preparatory School. The principal will be responsible for the planning, implementation, supervision, and assessment of all educational endeavors of the school. Direct and manage instructional program and supervise operations and personnel at campus level.

Qualifications:

- Master's Degree
- Valid Texas Mid-Management, Administrator, or Principal's Certificate
- Instructional Leadership Development (ILD) and/or Advancing Educational Leadership (AEL) and Texas Teacher Evaluation and Support System (T-TESS) Certified
- Dedicated to the vision of the parent organization, Centro de Salud Familiar La Fe, Inc. and La Fe Preparatory School.
- Minimum 5 years experience in classroom.
- Minimum 5 years experience of administrative experience in education
- Fully bilingual and bi-literate in both English and Spanish
- Strong understanding and experience with dual language programs
- Strong understanding and experience with instruction, curriculum development, educational theories, arts education, and modern educational approaches.
- Able to interpret policy, procedures, and data.
- Exceptional management, interpersonal, and communication skills.

Desired Skills:

- Knowledge of charter school law, finance, and curriculum
- Understanding of the history and culture of the Segundo Barrio

Responsibilities:

Community

- Foster and develop school, community, and cultural spirit.
- Demand hard work, dedication, and a positive attitude from teachers, parents, and students.
- Communicate openly with parents about the vision of the school, the demands on the parents & students, and the successes that will result.
- Welcome visitors to the school.
- Promote partnerships with other schools, businesses, and the community.

Instructional Management

- Communicate and promote high expectations and standards for teachers and students.
- Facilitate the planning of innovative educational programs.
- Provide instructional resources and materials to support teaching staff.
- Assist teachers in implementing inventive, age-appropriate teaching strategies that address multiple intelligences and learning styles.
- Provide professional development and training opportunities for teachers.
- Coordinate the administration of the annual state STARR assessment, evaluate the results to define the instructional program's strengths and weaknesses.
- Create an inventory of best practices that the school should strive towards.
- Evaluate and modify academic programs to ensure best practices.
- Maintain informative records to show campus progress addressing best practices.
- Supervise and assist all extra-curricular activities, service learning projects, community learning projects, and enrichment classes.
- Establish a guidance and counseling program that will provide the assistance appropriate to meet identified needs of the school, students, teachers, and parents.

Professional Evaluation

- Observe teachers in formal and informal fashion, giving feedback when appropriate.
- Perform yearly T-TESS evaluations of teachers.
- Maintain constant communication with teachers about classroom management, academic progress, and parental involvement.

Student Management

- Work with faculty, parents, and students to develop a student discipline management system.
- Enforce school rules fairly and consistently in accordance with La Fe Preparatory School's Code of Conduct.

Administrative Management

- Comply with district, state, and federal school policies.
- Assist with the management of daily operations in the school office.
- Ensure that proper attendance and accounting records are being kept by the respective personnel responsible.
- Assist administration in grant management of ESSA, IDEA-B, and other federal/state/local grants.

Other

- Ability to perform essential job functions with or without reasonable accommodations.
- Oversee committees of special education, discipline, LPAC, parent, and fundraising.
- Perform other duties as assigned.