Arizona School for the Arts
Head of School
Job Description

The primary responsibility of the Head of School for Arizona School is to give direction and leadership toward the achievement of the school's philosophy, mission and vision through strategic planning in conjunction with the school's Board of Directors.

The Head of School has a broad range of roles and responsibilities with a keen understanding of the relationship between the school's instructional programs (academic and artistic), and the business practices and community relationships required to run a successful charter school. In addition to being a strong school leader, the Head of School oversees and works with the business and development offices to insure sound business and financial practices, increase revenues through grants and fundraising, serve as the school's public information officer and as an advocate for charter schools within the community.

MAJOR FUNCTIONS/ACCOUNTABILITIES:

Leadership

- Promote and support the school mission
- Drive and support implementation of the school's design, set tone and culture of the school and hold the school accountable for student achievement.
- Hire, develop, support, monitor and evaluate academic and arts faculty and administrative and support staff
- Develop leadership capacity and insure effective communication and teamwork between faculty and staff
- Maintain positive relations with arts partners, the community, and charter school authorizer
- Provide relevant and timely information to the school's Board of Directors to assist long term strategic planning
- Share responsibility with the Board of Directors for the development and implementation of the school's strategic plan, ensure educational goals, assessment standards and benchmarks are met according to the charter agreement and in line with the school's mission and vision

Community Support

- Seek out and mainting relationships with partner organizations that provide support, resources, and services to the school
- Assures the school and its mission and programs are consistently presented in strong, positive image to relevant stakeholders. Oversees design, marketing, promotion and delivery of quality public relations materials.

School and Staff Management

- Responsible for overseeing all day to day school operations
- Evaluate performance of and generate professional development plans for senior administration and new faculty.
- Develop and implement leadership training programs

- Generate or recommend corrective action or initiate dismissal when necessary

Financial/Administrative/Facilities

- Recommends yearly budget for Board approval and prudently manages the school's resources within those budget guidelines according to current laws and regulations.
- Works with the Board of Directors to establish and implement school policies
- Provide oversight to facility projects and manages growth plan
- Responsible for applicable state, federal, and local laws & regulations and ensures all required reports are filed with local, state and federal education agencies.
- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.

Organization: Arizona School for the Arts
Job Title: Principal

Overview: Established in 1995, Arizona School for the Arts (ASA) is a non-profit, public charter school serving grades 6-12 in downtown Phoenix. ASA offers a dual focused innovative college preparatory academic and performing arts curriculum and has graduates now attending some of the most prestigious universities and conservatories in the country. The school has been continuously ranked as one of the top three schools in the state.

The school recently purchased two new buildings adjacent to its current site and will be adding 5th grade classes and expanding its 6th grade enrollment in August 2009.

Students work closely with a high caliber of academic faculty and performing artists in a collegial and creative environment. ASA's mission is to prepare students to attend a four-year college, a conservatory or to join a professional arts organization upon graduation from high school.

The Principal provides educational leadership and ensures high academic achievement. S/he provides organizational and operational leadership in areas designated by the Head of School.

Major Job responsibilities:

- Ensures that all instructional staff has access to appropriate curricula and instructional materials and are provided with the training necessary to effectively implement curriculum.
- Monitors and evaluates curriculum and instructional programs and makes modifications as needed to ensure continuous school improvement and adherence to college preparatory academic standards.
- Demonstrates skills necessary to lead a continues school improvement process focused on increasing student achievement in both academics and the arts.
- Employs clinical supervision model which focuses on professional development, self-reflection, and goal setting to evaluate all faculty.
- Facilitates shared accountability for results
- Proactively makes changes in systems to improve student learning
- Employs effective faculty recruitment and retention practices.
- Fulfills professional and community responsibilities.
- Sets an example of ethical behavior and moral leadership.
- Submits a report and attends quarterly Board of Directors meeting.

Qualities of the ideal candidate:

- Strong project and team management and problem-solving skills
- Shares/develops leadership
- Exhibits history of resiliency, tenacity and flexibility
- Reflective learner who consistently assesses his/her own work with an analytical eye in order to continuously grow
- Skillful facilitator

Requirements:

- Minimum of a Master's degree from an accredited four-year college or university
- 2 years of administrative experience
- Valid Fingerprint card

- 4 years of middle school and/or high school teaching experience

Salary and benefits: Commensurate with experience

Report to: Head of School