

## **Elementary Director (Principal) - Full Time**

### **Sage International School Boise, Idaho**

This position description elaborates on and extends what is written in the basic job description for a director (principal) level position at Sage International School of Boise.

At the Sage International Network of Schools, we embrace our mission to *engage students within an inclusive International Baccalaureate community, challenging all members to take risks and contribute locally and globally through open-minded inquiry.*

Our Network of public charter schools is striving to ensure the widest possible access to and participation in the rigorous, person centered, college preparatory International Baccalaureate programs across the Treasure Valley of Idaho.

Established in 2010, Sage International School offers all four of the International Baccalaureate programs - the Primary Years Programme (K-5), the Middle Years Programme (6-10) and the Diploma and Career-related Programme (11-12) and has grown to nearly 1000 students, 400+ of whom are in the Elementary School (Primary Years Programme).

In 2019 the Network opened a second school, Forge International School. Forge is in Middleton, Idaho and serves 400 students in Grades K-9 this year and will grow to a K-12 school.

Our Network believes that principal/director level leadership is one of the most important factors in a school's success. The Sage International Network is looking for a school leader who is people oriented, purpose driven and demonstrates a palpable sense of urgency about improving academic and social-emotional outcomes for their students and staff.

Our Network believes that great leaders are also strong communicators and collaborators. They seek opportunities to collaborate and are strong partners with fellow leaders, the Network leadership and staff, teachers, students, parents, and the school's community.

### **Instructional Leadership**

Sets ambitious division-wide vision and goals - aligned with the school and Network goals, that are catalysts for student growth and achievement.

Develop own and staff's knowledge and expertise in effective instructional design and academic standards that meets the demands of both the International Baccalaureate and State/Federal standards.

Develop teachers through various avenues to provide challenging and high quality instruction.

Set the standard for the use of a wide range of data to make informed decisions about academics and social-emotional development. Develops teachers' abilities to do the same.

Regularly direct, coach and support the Primary Years Coordinator to ensure they are supporting teachers' development as professional IB educators; to ensure they are requiring fidelity to the standards and practices of the IB and to ensure they are developing as an IB professional.

Knows and is an active practitioner and/or supporter of the science of reading - understands that effective and rigorous foundational instruction in phonics and phonemic awareness coupled with language and background knowledge development is the pathway to being a strong reader.

### **Lead People and Manage Resources**

Sets and leads a climate of positivity, urgency and purpose in pursuit of the school's mission and the academic and social-emotional needs of students.

Models the expectations for the pursuit of:

- Challenging personal goals
- Receiving and giving constructive feedback
- Holds self and others accountable for goals and the school's expectations.

Builds a team of people who feel collectively responsible for the attainment of their individual goals, division goals, school goals and network goals.

Leads the establishment of a positive culture that encourages innovation and growth.

Demonstrates a genuine commitment to the care of students and staff.

Holds direct reports accountable to performance expectations.

Partners positively and proactively with fellow leaders at the school and Network levels in order to support the development of a robust and cohesive Network of Schools.

Successfully manage their divisional budget, making prudent, goals focused use of allocated resources through intentional planning and prioritizing of funds to meet school and divisional goals.

## **Build Relationships**

Build effective relationships with students, staff, parents, and the community that bolster student performance.

Analyzes and uses data from the Student Engagement Surveys to assess school climate and to design interventions that will improve each student's academic, behavioral and emotional engagement at school.

Have a clear and solid understanding of the Charlotte Danielson Framework for Teaching evaluation process so as to identify and speak clearly to the strengths and needs of educators across the school.

Actively participate in weekly Leadership Team Huddles, 1:1's with the Head of School and monthly 1:1's with the Network's Executive Director.

Actively seeks, plans and carries out deliberate engagement with families that increases their knowledge of the school's practices and enables them to effectively support their children at home.

Actively works with the Middle School Director, Head of School, counselor, teaching staff and parents to plan for the transition from 5th to 6th Grade that ensures students are academically and emotionally/behaviorally prepared for that rite of passage.

## **Qualifications (expanded)**

Must have/demonstrate

- Demonstrated commitment to “mission first, people always.”
- Minimum of four years teaching experience in an elementary classroom
- Minimum of two years in a significant school leadership position (dean, assistant principal, or similar) with a record of realizing measurable achievement gains.
- Possess administrator certificate endorsed for Principal (or eligible for transfer to Idaho or be eligible for certification as a charter administrator under Idaho law).
- Strong and effective communicator both orally and in writing.
- Committed to empowering students with the knowledge and skills to build a more peaceful world.
- Genuine commitment to and understanding of the school's mission.
- Committed to expanding access to and participation in the International Baccalaureate programs to as many people as possible.
- Strong planning and logistical skills.
- Be a lifelong learner

- Embrace and model the International Baccalaureate's Learner Profile values/attributes in their work.

### **Desired**

- Previous experience teaching or leading in an International Baccalaureate program
- Has studied a second language for 2+ semesters/three quarters at the university level or speaks a second language
- Has other broadening leadership and teaching experiences such as Peace Corps, Teach for America, armed forces service, summer camp leadership/coaching roles or similar.