The Principal serves as the educational leader, responsible for providing strategic and instructional leadership, management of the day to day operations of an ISL campus and enforcement of policies, regulations, and procedures to ensure that all students and staff are supervised in a safe learning environment.

The principal is responsible for:

**School Development:**
- Work in collaboration with other ISL campus principals to provide strategic management which will ensure that the school achieves or exceeds Annual Yearly Progress as required by the State of Louisiana’s Department of Education
  - Provide an annual school review, including analysis of student achievement data
  - Provide an annual school development plan consistent with the school’s charter contract
- Ensure compliance with the educational standards established by the State of Louisiana
- Development and implementation of campus-level procedures
- Adherence to charter-wide policies and regulations
- Ensure that State Department of Education evaluation and reporting requirements are met and that the campus operates within the guidelines of the school charter
- Ensure compliance with the legal requirements of government regulations and agencies
- Keep abreast of trends, developments, and research as they relate to education and school operation

**Academics:**
- Promote the alignment of students, teachers, staff, and parents around the school’s mission
- Ensure that annual campus enrollment targets are met and maintained
- Oversee admissions processes – ensuring compliance with the state charter law and school contract
- Ensure high levels of student achievement and learning through rigorous and engaging classes
- In collaboration with other ISL campus principals ensure that curriculum development is aligned with Louisiana state standards (Grade Level Expectations), structured in a manner designed to help the school and its students achieve the required objectives of the Louisiana School Accountability Program (Louisiana Educational Assessment Program) and the federal No Child Left Behind Program
- Employ systematic use of formative assessment data to guide learning support and drive instruction, curriculum, professional development and data collection and analysis
- On-going professional development for all campus staff through a variety of strategies, including: observations, regular use of data, collaborative planning and inquiry, program training and continuing education
- Coordinate and supervise the special education program on campus
- Ensure campus safety by implementing fire drills and enforcing school discipline policies
- Design supervision assignments before, after and during the school day and assign staff appropriately

**Finance:**
- In collaboration with the Director of Finance:
Develop and manage the annual campus budget, with input from staff and Head of School
- Analyze and control expenditures with an understanding of the relationship between school objectives and the budget process, and employ cost benefit analyses for budgetary decisions
- Monitor and report on grants programs as required
- Comply with proper financial controls
- Make recommendations to Head of School regarding teacher and staff salary and/or merit pay

**Human Resource:**
In collaboration with the Director of Human Resources, insure effective and consistent talent management practices that include:
- Job design with clarity of responsibilities and lines of accountability
- Recruitment strategies that attract and select talented certified teachers and staff
- Professional development, regular training opportunities, summer planning and continuing education of campus faculty and staff
- Development of a strong, collaborative professional community
- Performance management system that is developmental and establishes a culture of accountability
- Recognition and retention strategies for teachers and staff
- Recommendations to the Head of School regarding the hiring, retention and assignment of instructional staff

**Community Relations:**
- Establish and maintain favorable relationships with community groups and individuals to foster understanding and solicit support for overall school objectives and programs
- Maintain effective and strong working relationships with charter authorizers and the school’s governing board
- Serve as ambassador and advocate of the school’s mission, representing the organization and school at local, state, and national events
- Inform the school community about the unique qualities of the school’s learning environment
- Solicit input from the school community about school performance, community needs and opinions

**Other:**
- Assume other responsibilities as assigned by Head of School.

**Education & Experience:**
- 5 years experience as a school leader (principal or vice-principal preferred) with significant areas of responsibility.
- Elementary public/charter school experience preferred
- Demonstrated record of success raising test scores in a non-selective school that provides an outstanding education for its students
- MEd or MA in related field
- Preferred, current Louisiana or transferable School Administrative/ Principal Certification
- Bi-lingual Spanish speaker preferred

**Skills:**
- Passion for improving educational opportunities for students and for building a strong, mission-driven organization
- Commitment to the International School of Louisiana’s mission and growth
- Excellent communication, presentation and negotiating skills
- Ability to productively organize, communicate and disseminate development strategy and plans, including database and computer proficiency
- Strong interpersonal skills