

URBAN*PROMISE* MINISTRIES JOB DESCRIPTION

Position Title: UPA Principal Department: UrbanPromise Academy

Reports To: Head of Schools Salary Range: FT + Benefits \$55,000-\$65,000

Position Summary:

The right person for this job will be passionate about leading a diverse community of students, staff, families, and volunteers focused on equipping high school students to grow and succeed. This person will help shape the vision and direction of the school and lead the school's culture and day-to-day operations. The UrbanPromise Academy's (UPA's) small class size and family environment will allow this person to contribute to the lives of our students by building positive relationships with the students and their families, and shaping the curriculum and school team.

Essential Job Functions (List the most important responsibilities of the position here):

1. Uphold and find ways to integrate into the school UrbanPromise's values (Faith, Innovation, Community, Holism) and demonstrate the character qualities of enthusiasm, flexibility, integrity, kindness, self-control, and perseverance.
 2. Maintain and strengthen the school's key differentials (Christian, small size, experiential learning, wellness program), philosophical framework, and educational approach.
 3. Lead the day-to-day operation of the school including overseeing instruction, scheduling, communication, and student discipline.
 4. Promote a healthy school culture with students, families, and staff, and build positive and supportive relationships with those groups.
 5. Manage the implementation of all aspects of the school's academic program and standards including curricula, assessments, and graduation requirements.
 6. Manage school staff and conduct teacher observations and performance reviews. Develop growth and development plans with teachers. Work with Head of Schools on professional development.
 7. Work closely with the Head of Schools, CamdenForward School, Office of Experiential Learning, Wellness Program, and StreetLeader Program to integrate and align programming.
 8. Work closely with the Head of Schools to ensure a vibrant student recruitment function and lead the admissions decision-making process.
 9. Partner with operations and human resources to ensure the safety, cleaning, and upkeep of the facilities; maintenance of technical resources; and care and accountability for volunteers.
 10. Lead or actively participate in weekly staff meetings, monthly all-staff meetings, and periodic all-staff events.
 11. Participate in the employee performance evaluation process. Participate in and seek out professional training and development opportunities.
 12. Help develop and manage the budget. Implement tuition collection and partner with development in fund raising additional revenue to support the school.
 13. Along with the Head of Schools, engage in the local Camden community to ensure feedback, relevance, and cultural competency of the school and staff. This will include identifying and cultivating partners and resources.
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Authorized Human Resources Signature

Date