



HIGH SCHOOL PRINCIPAL

Liberty Common High School (LCHS) is seeking a fulltime High School Principal for immediate employment. LCHS is a Poudre School District charter school dedicated to Core Knowledge principles, and college-preparatory instruction. The school currently enrolls over 520 junior-high and high-school students.

The High School Principal will oversee all academic programs from grades 7 through 12, supervise the teachers, and set goals for LCHS. The High School principal will represent the high school in all relevant areas, including reporting to the Board of Directors, Poudre School District, and the other parents of Liberty Common High School.

The High School Principal must be able to coordinate with the Elementary School Principal, work with the Financial Operations Manager and oversee the Assistant Principal and Dean of Students. This position reports to the Headmaster. This is a salaried year-round position with benefits available. Salaried positions include multiple holidays and paid time off.

Job Responsibilities:

- Make hiring, retention and firing decisions for teachers.
- Provide evaluations for teachers and manage all staff performance improvement.
- Observe classroom instruction; document observations, and provide corrective strategies, as needed.
- Track academic progress in all academic subjects, analyze test results; create reports for Board and parent community
- Meet with teachers and parents regarding students' academic performance, as needed
- Lead staff meetings.
- Arrange for outside training services, as needed
- Oversee teacher professional development.
- Lead Public Info Nights for prospective high school students
- Monitor implementation and effectiveness of curriculum in classrooms.
- Confer with teachers and parents on curriculum issues and advise BOD on curriculum issues.
- Work with AAC and other academic committees.
- Attend District Principal meetings and Charter School leadership meetings as needed.
- Prepare LCHS Principal Report to BOD and advise BOD of relevant issues in timely manner.
- Write and submit district and state reports in a timely manner.
- Write school accountability plan.
- Complete Assessment Data Interpretation and the development of Data driven Instructional goals.
- Develop new policies and revisions for BOD as needed.

- Develop compensation adjustments for all LCHS staff for Headmaster approval.
- Work with Financial Operations Manager on budget, and advise BOD of relevant issues in a timely manner.
- Set goals for LCHS.

Minimum Requirements:

- Bachelor's Degree
- Progressive experience in education and school administration, preferably in a charter school
- Excellent leadership, management and organizational skills
- Strong interpersonal and communication skills

Desired Qualifications:

- Master's Degree
- Four years of experience as Assistant Principal of Liberty Common High School.
- Understanding of Liberty Common High School's history and a commitment to maintaining the mission and values.

For more information about Liberty Common School, see <http://www.libertycommon.org>. Application must include a letter of application, resume, copy of transcript, and three professional references with phone numbers.

Mail to: Mr. Bob Schaffer, Headmaster, Liberty Common High School, 2745 Minnesota Dr., Fort Collins, CO 80525. Or e-mail to: bschaffer@libertycommon.org