

# WPCS School Leader

REPORTS TO: BCPS Executive Director, WPCS Board

DEFINITION: Serves as the instructional and administrative leader of a school. Plans, implements, directs, and evaluates the school's programs and activities. Supervises professional and support staff. Performs other duties as assigned.

DESCRIPTION: We are looking for a school leader who feels passionately about hands on, multidisciplinary learning, the outdoors and the unique mission of WPCS. Candidates should be innovative visionaries who are committed to being life-long learners. We are looking for a principal who is self-reflective, takes initiative, who works well under pressure and handles adversity gracefully. The ideal candidate has experience with project management, budgeting and evaluating other professionals. Candidates who have experience working as part of a team and obtaining measurable educational results in underserved communities are preferred.

## EXAMPLES OF ESSENTIAL DUTIES:

- Assumes responsibility for defining the school's mission and communicating goals and expectations of the total school program.
- Provides instructional leadership for the implementation of the curriculum of the Baltimore County Public Schools.
- Coordinates the instructional program of the school in conjunction with the appropriate school and central office staff.
- Supervises the instructional program of the school.
- Leads and directs the process of continuous school improvement.
- Develops a school improvement plan that supports the Indicators of Progress.
- Monitors and assesses student achievement and participation outcomes with appropriate data collection and analysis.
- Supervises and evaluates the effectiveness of all school personnel.
- Assesses the need for staff development for all school personnel and plans appropriate activities. Provides a program designed for school-community coordination and keeps open lines of communication between the community and the Board of Education.
- Directs the business functions of the school, such as budget preparation, accounting, and expenditure authorization.
- Works directly with students in developing positive student leadership through school and community activities.
- Interprets and implements the policies of the Board of Education and local school district to the community served through continuous flow of communications, such as newsletters, public talks before community groups, and communications to students and parent associations.
- Engages in professional activities which contribute to leadership development.

- Administers and coordinates school discipline. Communicates effectively with students, staff, administrative and supervisory personnel, parents, and community

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience:

- Graduation from a regionally accredited college or university with a master's degree, with appropriate course work in leadership, pedagogy, and supervision.
- Four years of outstanding teaching and/or administrative experience, one year of which was as a school assistant principal or principal. \*Note: Other combinations of applicable education, training, and experience that provide the knowledge and skills necessary to perform effectively in the position may be considered.

##### Licenses and Certificates:

- Possession of, or eligibility for, a Maryland Advanced Professional Certificate with an Administrator II endorsement is required.
- A comparable out-of-state leadership or school building leadership certification transferrable to Maryland will be considered.

##### Knowledge, Skills, and Abilities:

- Knowledge of the principles and practices of pedagogy.
- Knowledge of the principles and practices of public education administration.
- Knowledge, skill, and successful experience with the school improvement process.
- Knowledge, skill, and successful experience in the use and analysis of school performance data.
- Outstanding oral and written communications skills.
- Possession of technology competency (e.g., database, internet, spreadsheet, word processing, and related applications)
- Skill and experience in data analysis and application.
- Ability to establish and maintain effective working relationships.
- Ability to properly maintain confidential information.

PHYSICAL AND ENVIRONMENTAL CONDITIONS: The work of this class is performed in a school environment.

CONDITIONS OF EMPLOYMENT: Requires attendance at evening meetings and weekend activities as required.

### Pre-Employment Requirements:

- All persons employed by the Baltimore County Public Schools, regular and temporary, are required to be fingerprinted and have a criminal background investigation (State of Maryland, Senate Bill 315, effective October 1, 1986) completed. The fee charged for fingerprinting is \$67.75. An identification card will be issued which must be shown prior to employment.
- Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the US.
- If you have military experience you will be asked to provide a copy of DD214.
- Official transcripts for all higher education must be received prior to contract signing.
- Some positions will require employees to undergo a physical examination and/or drug testing.
- All newly hired personnel must attend a Badges and Benefits session.
- Additional job verification will be required for salary credit.

### Non-Discrimination Statement

The Board of Education of Baltimore County does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, genetic information, disability, or veteran status in matters affecting employment or in providing access to educational programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding the Board's nondiscrimination policies should be directed to: EEO Officer, Office of Equal Employment Opportunity, Baltimore County Public Schools, 6901 Charles Street, Building B, Towson, Maryland 21204 (443-809-8937). There is a compliance officer responsible for identifying, preventing, and remedying prohibited harassment concerning students. Complaints of harassment should be directed to the executive director, Department of School Safety and Security, 9610 Pulaski Park Drive, Suite 219, Baltimore, Maryland 21220 (443-809-4360).