



JOB DESCRIPTION

Job Title	Eau Claire Virtual School Principal
Department	
Reports To	Executive Director of Administration
Classification	Administration
Location	
Salary	On Schedule
Length of Contract	12 Months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Eau Claire Virtual School Principal provides leadership and management to a 100% virtual K-12 school with a primary focus on improving student achievement while maintaining the health and safety of all students and staff. This position administers the K-12 virtual school according to the policies of the District, School Board, and Charter Board policies and under the supervision of the Executive Director of Administration.

Essential Job Functions

- Supervises the educational programs.
- Develops the building budget
- Collaborates with the leadership team to develop school improvement plans and to facilitate professional learning.
- Develops professional development to support charter school's educational philosophy and improve student achievement
- Conducts meetings and staff in-service.
- Applies school's vision, mission and school improvement priorities to recruitment and selection of staff
- Interviews applicants and makes recommendations to the Superintendent and Executive Director of Human Resources.
- Supervises and evaluates staff using Wisconsin Educator Effectiveness System and/or District tools.
- Collaborates with District Office Administrators
- Participates in district-wide studies on curriculum and instructional materials.
- Works in partnership with families and students.
- Maintains healthy public relations with community.
- Works collaboratively with staff to monitor equity of student access to high quality programming and individualized supports as needed
- Attends in-district and out-of-district meetings.
- Works cooperatively with social welfare agencies, law enforcement services, and health departments.

- Works toward proficiency of the Eau Claire Area School District Principal standards.
- Follows and administers the policies of the School Board.
- Researches and plans for implementation of best practices in virtual instruction.
- Conducts virtual classroom observations.
- Executes District-wide decisions within the virtual environment.
- Oversees internal and external program communications.
- Serves as the local education agency (LEA) for all individualized education plans (IEP).
- Coordinates District-wide screening assessments and state required testing for the program.
- Coordinates with relevant District departments to place new students and assign staff.
- Establishes professional learning community (PLC) structures within the virtual environment.
- Guarantees a pathway to graduation for all students.
- Assists staff with maintaining a positive learning environment for students.
- Stays current in professional growth through professional readings, seminars, workshops, and conventions.

Ancillary Job Functions

- Stays current in the field through professional reading, seminars, workshops, and conventions.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Master’s degree in Educational Administration, or related field.
- Wisconsin Administrative Certification: Principal Licensure (#51).
- Minimum of five years of related experience in administration, coordination, building leadership, or other leadership role outside of the classroom.
- Minimum of three years of successful teaching.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Previous administration experience.
- Bilingual/bicultural skills

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of current educational research, components of elementary/secondary programming, and best practices for instruction.
- Ability to communicate effectively both orally and in writing, including speaking publicly to large groups.
- Leadership skills including visioning, active listening, coaching, facilitation, and using data for decision making.
- Ability to ensure all staff receive effective supervision and evaluation.
- Demonstrates an understanding and use of equitable and culturally responsive practices.

- Ability to travel between District buildings as needed in compliance with the District driving policy.
- Ability to effectively plan, organize and manage time.
- Ability to accurately maintain records and meet deadlines with a high degree of accuracy.
- Ability to learn and adapt quickly as situations change.
- Ability to maintain confidentiality in all tasks.
- Ability to work independently with minimal supervision.
- Ability to work effectively with students and student groups, staff, families, and the community.
- Ability to demonstrate creative problem solving and conflict resolution skills.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Ability to assist with the implementation, oversight, and monitoring of the District's Equitable Multi-Level System of Support (EMLSS).

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- General office environment and moderate noise levels.
- May occasionally be exposed to potentially hazardous bodily fluids.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Frequently required to talk and listen.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout their employment in the District.