March 7, 2024

Woodrow Wilson Academy - Principal Vacancy

For Immediate Release - Woodrow Wilson Academy, a free, K-8 Public School of Choice located in Westminster, CO, is seeking qualified applicants to fill the role of Principal beginning in the 2024 - 2025 school year.

WWA is a Jefferson County Public School, with a special satellite program for home school students. Formed in 2000 by a group of parents passionate about quality education, WWA is still driven by a commitment to exceptional performance. WWA uses the proven Core Knowledge Sequence as the basis of its curriculum.

High academic standards are at the heart of our expectations, though we also recognize there’s more to the school than just academics. Our Character Education Program rewards students for core virtues such as respect, responsibility, stewardship and more. Governed by a parent-driven Board of Directors, WWA is financially sound with an exceptional record of fiscal responsibility. WWA also offers a Pre-K program, home school enrichment program, before & after-school care, a variety of clubs, athletics and more!

Vision Statement: The vision of Woodrow Wilson Academy is to join students, parents, educators, and the community to produce an educational environment that nurtures, excites, and motivates children to learn. The Academy empowers students to become independent and responsible thinkers, fosters academic and moral excellence, and promotes creativity resulting in responsible, productive citizens.

Mission Statement: The mission of Woodrow Wilson Academy is to provide a school where students thrive academically and socially. This mission will be accomplished through a strong educational program based on a structured curriculum supported by discipline and mutual respect. The commitment of the students, parents, educators and community will be utilized to achieve these goals.
**Application Process:** Qualified applicants should submit a cover letter and resume by email to WWA Board President Bryan Head at Bryan.Head@wwacademy.org. The cover letter should address the following questions:

1. Why are charter schools an important part of a healthy educational system?
2. Why is the candidate interested in working at Woodrow Wilson Academy?
3. How does this role fit into the candidate’s ideal career path?

Please see the attached job description for a summary of the Principal’s duties. The application window will close at 5:00 PM on Friday, March 22, 2024.

**Expected Starting Salary Range:** $98,500 - $153,500 commensurate with administrative experience.

**Benefits:** Full time benefits offered include: medical, dental, vision, employer paid basic life insurance, voluntary life insurance, voluntary short-term disability, CO PERA retirement, voluntary retirement savings plans, paid personal and sick time off, and a family wellness benefit.

All questions should be directed to Bryan Head by email at Bryan.Head@wwacademy.org, or by phone at (720) 236-5235.

*Woodrow Wilson Academy is an equal opportunity employer.*
Woodrow Wilson Academy

Job Title: Principal
Date Prepared: 3/1/2024
FLSA Status: Full-Time Exempt
Work Year: 217 days, 8 hours per day
Reports to: Board of Directors

SUMMARY: An individual in this position serves as the school leader by providing leadership, community building, instructional leadership, and human and financial resources management.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following (remotely or physically). Other duties may be assigned

A. Desired Qualifications:
   1. An advanced degree in education and/or business administration, administrative certificate preferred.
   2. Minimum of three years of successful administrative experience.
   3. Minimum of five years of successful teaching experience.

B. Leadership Duties:
   1. Demonstrates commitment to administering WWA in accordance with its vision and mission statements and communicates the vision and mission to school personnel, students, members, and the community.
   2. Models WWA’s values for students, members and the board.
   3. Is a visible leader maintaining frequent, intentional contact with students and school personnel.
   4. When practical, exercises a participatory management style with school personnel.
   5. Communicates effectively orally and in writing.
   6. Fosters a climate of innovation.
   7. Facilitates activities for students, members, and school personnel to encourage community and shared purpose.
   8. Serves as an ex-officio, non-voting member of the board.

C. Educational Leadership Duties:
   1. Interviews, hires, and supervises administration, faculty, and staff, including serving as the chairperson of the Faculty Review Committee.
   2. Oversees planning and evaluation of programs and priorities.
   3. Coordinates design of curriculum with faculty.
   4. Administers all school-based programs.
   5. Assists faculty in evaluating their instructional methods and materials.
   6. Works with the administrative team in the design of schedules.
   7. Develops cooperation and teamwork among school personnel.
   8. Assists school personnel in accommodating individual student needs and abilities.
   9. Monitors student progress, discipline, health, and safety.
   10. Provides perspective on educational issues to the board.
   11. Establishes a plan for improvement of instruction, adherence to school philosophy, and compliance with school policies.
   12. Assists the board in evaluating the school’s progress towards established priorities and goals.
D. Community Relations Duties:
1. Develops and promotes a professional relationship with the board, school personnel, members, students, and the community.
2. Seeks and considers opinions of others in a timely fashion.
3. Provides information to the community, the media, and other interested parties about WWA, its vision and mission, and its progress towards goals.
4. Serves in a liaison capacity with the District on any administrative and/or educational matters, including attending Leadership and Charter Principal meetings.
5. Assists with the recruiting, scheduling, and training of volunteers within the school.
6. Ensures compliance with all applicable federal and state laws and regulations, District regulations and policies, and other requirements of the charter or contracts with the District.

E. Managerial Duties:
1. Approves and authorizes:
   a. Building usage
   b. Budget items
   c. Temporary and permanent record storage and maintenance
   d. Building maintenance
   e. Purchase and utilization of material resources
   f. Purchase and utilization of equipment
   g. Purchase and utilization of textbooks and supplies
2. Establishes an organization model for the school, including creating and maintaining an organization chart and job descriptions for school personnel.
3. Plans and implements the professional development program.
4. Delineates all responsibilities and authority, establishing lines of communication and supervision.
5. Develops enthusiasm and promotes positive morale among school personnel, students, and members.
6. Prepares and recommends to the board a master budget.
7. Provides for the generation, maintenance, and distribution of a parent focused school calendar as well as an internal master calendar.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE: Requirements follow State of Colorado guidelines for principal licensure. In addition, the candidate will have a minimum of 3 years educational administrative and/or comparable administrative leadership and 5 years successful teaching experience.

EDUCATION AND TRAINING: An advanced degree in education and/or business administration.

CERTIFICATES, LICENSES, REGISTRATIONS: Advanced educational degree completed, Colorado Principal License issued or in process.

SKILLS, KNOWLEDGE, & EQUIPMENT: Demonstrated conflict management, problem solving, resource allocation, prioritization, data analysis, collaborative decision making, relationship building, group facilitation, writing, and speaking skills. Demonstrated knowledge and use of District policies, procedures, employee contracts, and legal requirements. Computer and technology skills which include
Human Resources; Financial Systems; and communications technology including software, Email, and voicemail are needed.

**DECISION MAKING:** Ability to determine staffing levels and budget requirements; develop alternatives and make decisions in crises situations; utilize collaborative decision-making skills; and apply good judgment to ensure student safety and carry out student discipline. Errors could lead to legal ramifications and compromise student safety and the learning environment, resulting in injuries to persons or property and substantial embarrassment or cost to the School/District. Final decisions at the school site are the responsibility of this position.

**COMMUNITY RELATIONS:** Daily contact with parents and students to exchange information and resolve issues. Contact with vendors, media, legislatures, and government entities to exchange information, as necessary. Regular contact with higher education, partnerships, and businesses to exchange information, develop and maintain programs, maintain relationships, and foster program participation.

**SPAN OF CONTROL:** Directly supervise Assistant Principals, Instructional Coach, Teachers, Classified Employees, and Special Education Personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. In addition, directly supervise extension program directors and their associated programs, including Home School Connection (HSC), Pre-Kindergarten (PreK), and Wildcat Care and Extra Cat Care (WCC/ECC).

**EDUCATIONAL DELIVERY:** Support the instructional programs of the school by supervising and evaluating teachers and administrators and by developing and implementing school instructional programs. Understand the philosophy of standards-based education, the processes of curriculum development and effective models of instruction, and lead their implementation in the schools. Manage the development of curriculum and instructional programs that recognize the contributions of diverse groups and foster success for all students regardless of gender, race, or disability. Lead the community in the development of challenging performance standards for students and the development of varied supervisory and evaluation processes. Ensure the development of a staff development program that recognizes the principles of adult learning and focuses on student success. Use data to analyze the current state of student learning and serve as a catalyst for and manager of needed change. Understand and lead the use of technology in instruction. The majority of the time is spent at the school site.

**COMPLEXITY OF WORK:** Requires analytical skills, independent thinking, considerable judgment, and the ability to assess crises and make sound decisions quickly with little time or input from others. Must manage personnel, curriculum, student success and discipline, and physical plant. Must have a strong understanding of school culture and policies and be able to quickly analyze the impact of decisions on the student, school, District, and community. The physical demands, work environment factors, and mental functions described here 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 the essential functions.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, talk or hear, and taste or smell. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus.
MENTAL FUNCTIONS: While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to copy, instruct, compute, and synthesize.

WORK ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.