



**Contra Costa School of
Performing Arts**

www.cocospa.org • 925-690-8600

Job Title: Principal
Category: Certificated/Classified
Work Year: 230 Days
Supervisor: Executive Director

About SPA

The Contra Costa School of Performing Arts (“SPA”) is a tuition free, public, independent charter school located in Walnut Creek, CA. Founded in 2015 and opening doors to our first students in 2016, the school now serves grades 6-12. The mission of Contra Costa School of Performing Arts is to provide a distinguished, pre-professional experience in performing arts within a college and career preparatory setting. We believe in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships.

Role Summary

The position of Principal is tasked with serving as the educational leader and chief administrator of the school’s day-to-day operations; overseeing all aspects of programs on campus; organizing, directing, supervising and evaluating site personnel; leading and participating in student, staff, and community programming and activities.

Key Responsibilities

- Implement with fidelity the philosophy, goals, objectives, and curriculum as identified by the Charter, Board Policy, and other guiding documents (e.g. WASC Action Plan, LCAP).
- Interpret and apply state, county and school laws, regulations, policies, and procedures.
- Inform and execute the school communications plans, both internal systems with staff and externally with the greater community
- Serve as the chief academic leader on campus and ensure the objectives of academic and artistic excellence are clearly articulated and prioritized
- Oversee the leadership of all academic and arts departments in collaboration with the Director of Curriculum and Instruction
- Establish, annually refine, and execute the school’s curriculum and instruction plans in line with the pedagogy articulated in the charter petition and other guiding school documents
- Develop and orchestrate, in alignment with school goals, the annual professional development plan
- Manage school data disaggregation, analysis, and directed application
- Ensure that a comprehensive picture of school performance is regularly analyzed and publicly consumable
- Lead the development and annual refinement of a Multi-tiered System of Support (“MTSS”)
- Support the Executive Director in the annual LCAP process as directed
- Inform the creation and management of school program budgets
- Supervise all aspects of the instructional program following the established curriculum

- Supervise the construction and implementation of the master schedule and ensure the master schedule meets the needs of the current student body
- Develop and orchestrate a personnel evaluation plan
- Supervise and evaluate site level management, certificated, and classified staff
- Make recommendation to the Executive Director with regard to the selection or retention, transfer, promotion, and dismissal of personnel
- Work with parents and school-related organizations (including Ensemble) in maintaining positive school-community relations
- Support all school compliance efforts as directed by the Executive Director
- Oversee the creation of a diverse and engaging program of co-curricular activities for students
- Supervise and ensure effective implementation of school counseling and guidance, attendance, special education, and other programs designed to assist students in meeting academic standards
- Oversee the student supervision and discipline plans in management of the Dean of Students, acting as the final disciplinary authority on campus when needed
- Lead the plans to ensure a safe and positive school climate
- Lead the development and maintenance of applicable SPA Handbooks
- Oversee the management of all school platforms (SIS, LMS, etc.)
- Write and submit newsletters, grant applications, reports, and other documents as needed or directed
- Teacher classroom observations
- Staff evaluations as designated
- Governance participation as directed by the Executive Director
- Attend school and community events as directed
- Support, collaborate, and cross-train with the administrative team
- Other duties as assigned

Qualifications

- Successful experience as a classroom teacher
- Progressively responsible experience in secondary school administration with strong track record of success
- Possession of an appropriate school administrative credential
- Master's or advanced degree in school leadership, administration, curriculum, and instruction, or a related field highly desirable