



School Principal

Primary Responsibilities

Deliver Effective Instruction	
Pillar	Expectations
Purposeful Planning	Works with other leaders and supervised staff to manage, monitor and ensure the execution of the purposeful planning process in 100% of teachers and in leaders during such things as PD or team meetings.
	Works with other leaders and supervised staff to ensure the implementation of the Blueprint in 100% of classrooms.
	Oversees Deans of Instruction (DOI) and works with CEG Director of Academic Achievement (DAA), to ensure that assessments are aligned to TN Ready and MAP, are the appropriate level of rigor, and are delivered and administered on time.
Rapid Teacher Development	Provides supervised staff with specific, actionable feedback on their performance in all areas and follows up to observe effective implementation.
	Ensures supervised staff facilitate effective and urgent professional development sessions in which teachers and staff regularly practice critical teaching skills as found on the rubric, use data to drive planning and instruction, and increase their content knowledge, resulting in improved instruction the following day.
	Prepares and delivers effective and urgent professional development sessions in which leaders and/or teachers regularly practice critical teaching skills as found on the rubric, use data to drive planning and instruction, and increase their content knowledge, resulting in improved instruction the following day.
	Works with school leaders to attract and retain high quality teachers and leaders.
	Ensures that teachers and leaders meet their academic goals
Data Driven Instruction	Shares a sense of urgency about closing the achievement gap and demonstrates urgency and persistence in pursuit and execution of solutions that maximize student achievement.

	Oversees collection and analyzation of teacher and student performance data to identify areas of strength and develop SMART action plans based on the data.	
	Works with other leaders to schedule and facilitate data meetings (SWYK, RTI, MAP, Interim) that equips teachers to analyze student misunderstandings, develop next steps for either reteach or intervention, and opportunities for practice resulting in student mastery.	
	Works with Building Test Coordinator and school leaders to ensure that testing plans are implemented with fidelity and best practices for students including: SWYK, Interims, RAZ/DRA, MAP and TN Ready.	
Create Excellent Culture		
Efficient Systems	Articulates, designs, executes and supports common language, routines and systems necessary to deliver effective instruction and an excellent culture in every classroom as found in the Blueprint.	
	Ensures staff are equipped with the necessary skills to create a classroom and school culture that reflects core values found in the Blueprint with an “every adult matters” mindset.	
	Effectively delegates responsibilities to the school leadership team, teachers and staff.	
Powerful Student Culture	Effectively communicates using emotional constancy and adapts communication style appropriate to each situation.	
	Engages in difficult conversations and provides clear, concise, actionable and timely feedback.	
	Works with leadership team to plan and execute systems that equip and motivate students to work hard to achieve academic and behavior goals.	
Joyful, Professional Adult Culture	Reflects on the strengths and weaknesses of his/her own performance, seeks out and incorporates feedback from others, and accepts responsibility for problems and mistakes that emerge.	
	Completes tasks in an effective and timely manner, manages time well with an “every minute matters” perspective, is well-organized and sweats the small stuff.	
	Inspires and holds CEG staff accountable across the organization to accomplish the mission and understand, believe and implement the best practices as found in the Blueprint.	
	Engages in effective “difficult conversations” and provides clear, direct, and respectful feedback to staff members.	
	Builds a collaborative culture in which teachers see themselves as personally responsible for the scholars’ and the school's success.	

Requirements

- A minimum of 3 years leading adults in an educational setting required with administrator’s licensure preferred

- High capacity for organization and communication
- Skillful in delivering effective live coaching and model teaching in classrooms
- High capacity for analyzing data and building intervention plans based on the data
- Strong interpersonal skills
- Willingness to work within a network of aligned schools
- Belief in the CEG mission and CEG blueprint for accomplishing the mission
- Desire to collaborate with school leaders on existing campus and from other campuses
- Available to work in the summer, following the summer work schedule for Leadership Team members
- Ability to meet goals and deadlines
- Ability to manage multiple projects simultaneously and execute at a high level
- Belief that there is not a more urgent task than to provide an outstanding education to students from low-income, urban backgrounds
- An unwavering conviction that all students can achieve at high levels
- A Masters in Educational Leadership, a TN Principal's License or successful completion of school leadership training program preferred

Capstone Education Group

- Capstone Education Group leads three neighborhood charter schools: Cornerstone Prep Denver Campus (prek-5), Cornerstone Prep Lester Campus (prek-5) and Lester Prep (6-8).
- Capstone Education Group's Vision: CEG equips all students with the Wisdom and Knowledge necessary to succeed in college and to become leaders in their community.
- Visit www.capstoneeducationgroup.org for more information on Capstone Education Group and the schools.