

## Elementary School Principal

**Reports to:** Director of Education

**Employment Status:** Full Time, Exempt

Momentous Institute is a not-for-profit organization with over a hundred-year history of serving children and families. Momentous School is an accredited laboratory school educating 266 inner-city children from three years of age through fifth grade. By emphasizing both strong academics and social emotional health, the school has a proven record of excellence. This success demonstrates that children living in urban and economically disadvantaged settings are capable of remarkable achievements when participating in a true community school.

**At Momentous School, we partner with students and families to leverage social emotional health and strong academics to cultivate a community of Changemakers.**

**The Role:** The School Principal supports implementation of the vision and plan for all phases of instructional leadership for the school including educational programming, administration, budgetary planning, discipline, safety, event planning, and more.

### **Supervisory Responsibilities:**

- Defines and implements strategic vision for schoolwide success, in collaboration with the Director of Education and school administrative team.
- Develops and supports educators in the school, providing periodic observations and evaluations that are timely and constructive.
- Develops and supports leadership positions, providing scheduled evaluations that are timely and constructive.
- Offers additional training, guidance, professional learning, and support as necessary based on evaluations of professional staff.
- Hires all faculty and staff for the school in collaboration with the school leadership team.
- Hires leadership positions in collaboration with the Director of Education

### **Instructional and Campus-wide Responsibilities:**

- Builds relationships with students and families by being present and available during arrival and dismissal, attending school functions, and meeting with students and families.
- Ensures implementation of curriculum, instruction, and assessment approaches aligned with national, state, and local standards.
- Establishes a productive learning environment through continual collaboration with teachers, students, and parents.
- Coordinates professional learning for faculty and staff in collaboration with the school leadership team; provides instruction if needed.
- Establishes relationship-based discipline practices.
- Enforces disciplinary policies and procedures.
- Participates in parent meetings and conferences and acts as intermediary between parents, teachers, and students to deal with a variety of needs or issues.
- Supports the School Mental Health Professional in facilitating the Strategic Intervention Model by developing Tier II and Tier III interventions for social, emotional, & behavioral student growth
- Partners with the Mental Health Services team to determine and generate innovative practices at the intersection of education and mental health.
- Interacts with various stakeholders to foster a positive relationship between the school and community including parents, community organizations, and leaders.

- Maintains competency and student academic achievement as prescribed by the organization.
- Develop and implements the school budget, approving new programs and expenditures as appropriate in collaboration with the Executive Director and Director of Education
- Tend to the allocation of supplies and equipment.
- Collaborate with Director of Campus Operations to ensure that necessary maintenance and repairs to the school property are performed.
- Represents the school in community activities and meetings.
- Ensures completion of routine and required paperwork including attendance reports, test results, and licensing information for students, educators, staff, and school management.
- Presides over school staff meetings.
- Performs other related duties as assigned.

**Required Education and Qualifications:**

- Texas Principal Certification
- Master's Degree in Education or related field
- Five + years classroom teaching in the elementary grades
- Three + years of elementary principal/school administrator experience
- Thorough understanding of applicable local, state, and federal educational laws, regulations, policies, and requirements

**Highly Desired Skills:**

- Successful teacher leadership and supervision experience in urban educational setting
- Fluency in Spanish
- Depth and breadth of knowledge and experience in elementary education, including brain-compatible instruction, social emotional learning (SEL), Understanding by Design (UbD), and the cognitive and emotional development that occurs in an elementary setting.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills with the proven ability to professionally and effectively communicate with educators, parents, and community leaders.
- Excellent organizational skills and attention to detail
- Effective administration of multifaceted operations
- Ability to create, understand, and implement budgets and budgeting practice.

**Desired Dispositions:**

- Collaborative, respectful, collegial, engaging, and responsive
- Enthusiastic and energetic
- Adopts a problem-solving approach to difficulties and conflicts.
- Purposeful and intentional with decision-making
- Thinks creatively.
- Maintains high standards of personal integrity.
- Commits to culturally responsive practices at all levels.

**Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 20 pounds at times.
- Must be able to access and navigate all areas of the school and other facilities as needed.

**The ideal candidate will exhibit Momentous Institute’s core values.**

Commitment, Humility, Innovation, Respectfulness, Stewardship

**Interested:**

Applications are currently being accepted and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send letter of interest and resume to:

Karen Norris, Ph.D

**Director of Education**

[knorris@momentousinstitute.org](mailto:knorris@momentousinstitute.org)

***COVID-19 vaccine is required for all employees as of September 1, 2021. (Momentous Institute is an equal opportunity employer and reasonable accommodations will be considered for valid medical or religious exemptions.)***

Momentous Institute/ Salesmanship Club of Dallas maintain a policy of non-discrimination for all employees and applicants in every facet of the organization’s operations. Momentous Institute/ Salesmanship Club of Dallas hires, trains, and promotes all qualified employees without discrimination on the basis of race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry

**Policy Statement**

**No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute will fully cooperate with authorities if allegations of abuse are made requiring investigation.**