



# SUMMIT CHARTER SCHOOL

370 MITTEN LANE, CASHIERS, N.C. 28717 Phone: (828) 743-5755 Fax: (828) 743-9157

## Upper School Principal

Grades 6-12

### Position Description

Summit Charter School is currently seeking applications for an Upper School Principal. With an overall focus on maximizing achievement and for all students, the Upper School Principal is responsible for supporting the quality of instruction and promoting healthy school culture among students, staff and parents. This position reports to the Director. Responsibilities include, but are not limited to, the following:

- Supports Curriculum Coordinator in development of innovative instructional skills through modeling, peer coaching and staff development
- Aids in the development, implementation and monitoring of the Strategic Plan
- Oversees level staff meetings as directed
- Facilitates collaboration and cohesion among staff
- Reports to the board, district, and state as appropriate and required
- Collaborates with administrators and teachers at all grade levels to support coherent and cohesive curriculum development and instruction
- Promote a collaborative team culture among all staff with the focus of accomplishing the mission and vision of the school
- Responsible for the supervision and evaluation of all assigned staff, as well as working with the Director to ensure staff uphold standards of professionalism and instructional quality
- Enacts all disciplinary and attendance procedures promptly, appropriately and equitably
- Assumes a leadership role in planning and overseeing Summit's expansion process and future high school

### Qualifications

- Previous administrative experience preferred
- Master's degree in relevant field
- At least 3 years of teaching and/or educational administrative experience
- Demonstrated initiative and skills in the following areas: relationship and community building, communication, conflict resolution, creativity, problem solving, decision making and time management
- Expert-level written and oral communication skills
- Proficient with a variety of computer programs including Excel, MS Word, MS Outlook, PowerPoint and administrative network
- Strong organizational and coordination skills
- Strong self-starter; able to work with limited direction

### About Summit

Located in the beautiful mountains of western North Carolina, Summit strives to deliver a personalized education that addresses the needs of the "whole child" through an array of opportunities in core instruction, the arts, technology, charter education, and community learning. As a *public* charter school, Summit offers a choice for parents, students, and educators who want an emphasis on self-directed learning and active participation in the learning process. Key design elements include: individualized instruction, experiential education programs, service learning with an emphasis on care and values, parent volunteerism, and mutually beneficial relationships with community resources.



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## Our Mission

The Summit Community engages students in learning experiences that stimulate discovery, inspire excellence, and nurture a positive influence in an ever-changing world. The Summit Experience equips our students with a level of **confidence** that invokes success, self-worth, and the opportunity to thrive in all endeavors. Our graduates are academically prepared, engaged in community, and strong in character.

## Salary & Benefits

Summit Charter School offers a competitive salary in sync with the North Carolina Public School scale. Benefits include employee coverage of health insurance premiums (currently under the State plan with Blue Cross Blue Shield), percentage matching (up to 3%) of contributions made to an individualized TIAA CREF retirement portfolio, contributions to an employee life insurance premium, and participation in AFLAC insurance offerings.

## Contact Information

Interested candidates should send a cover letter and resume to Mr. Danny Howell, Director, Summit Charter School, 370 Mitten Ln, Cashiers, NC 28717, or send as an attached Word document to [dhowell@summitschool.org](mailto:dhowell@summitschool.org). For more information about Summit Charter School, please visit our website at [www.summitschool.org](http://www.summitschool.org).