



Job Description

Director - Hamilton County Principal Leadership Academy

The partnership between the Chattanooga Area Chamber of Commerce, Hamilton County Department of Education, Public Education Foundation, and University of Tennessee at Chattanooga is seeking a dynamic and visionary leader as director of the Hamilton County Principal Leadership Academy. Through the leadership of the Academy Director and using a combination of professional learning, hands-on training, research projects, and mentoring, the Academy will provide rigorous preparation for aspiring principals that ensures they are prepared in all aspects of instructional and operational leadership. This collaboration will have three major objectives:

1. To establish an outstanding and sustainable program that will prepare the next generation of effective principals for Hamilton County public schools.
2. To train twelve to fifteen aspiring principals annually in the practices that improve student achievement, including creating and articulating a compelling shared vision, supporting and leading effective instruction, institutionalizing effective business practices, and using data to monitor progress.
3. To provide at least two years of continuing support to all graduates, including professional development, individual support and mentoring from an executive from a local corporation or business.

The Academy will function as a community partnership that annually trains a group of aspiring principals who will be able to increase student achievement in any public school in Hamilton County. In order to achieve this goal, the four founding organizations will establish a leadership board that aims to ensure that the strengths and resources of each organization are optimally invested in this effort.

Job Responsibilities:

- Works with the Leadership Board to develop a global vision of principal development and support.
- Develops strategies, goals, objectives, and policies for the Hamilton County Principal Leadership Academy.
- Designs, develops, implements and facilitates overall program delivery and mentoring arrangements:
 - Curriculum framework for principal preparation (including summer institute, fall institute, monthly network meetings, mentorships).
 - Recruiting process for participant selection.
 - Plan for providing support, including business mentors.
- Works with the internal and external evaluators of the Principal Leadership Academy.
- Establishes and maintains relationships with a wide array of community organizations, institutions, and leaders.
- Develops and manages an annual budget.
- Participate as required with ongoing fundraising efforts to support the academy.
- Maintains and reports progress metrics to the leadership board on a regular basis.

Competencies:

To perform the job successfully, the candidate should demonstrate the following competencies:

- Analytical – the candidate must be able to research, collect, process and decipher large amounts of information and act on it appropriately.
- Communication – the candidate can convey information persuasively in positive or negative situations, using written and oral communications effectively to present information to colleagues and stakeholders.
- Confidentiality – candidate must strictly adhere to established confidentiality policies and procedures.
- Delegation – the individual delegates work assignments as needed, sets clear expectations and monitors delegated activities to provide appropriate feedback.
- Interpersonal relations – candidate’s effectiveness is largely measured by the quality and depth of their interpersonal and relationship building skills.
- Judgment – the candidate must be willing to make “on the spot” independent decisions and exercise sound judgment.
- Management skills – the individual exhibits the ability to motivate and lead others, is open to new ideas, makes self available to staff, encourages growth and development of others, accepts authority and responsibility and is customer service oriented.
- Quality management – the individual continuously looks for ways to improve and promote quality, and demonstrates accuracy and thoroughness.
- Planning/organizing – the candidate prioritizes and plans work activities without supervision, uses time efficiently and develops realistic action plans.
- Problem solving – the candidate can identify and resolve problems in an effective and timely manner, and gather and analyze information skillfully.
- Technical skills – the individual demonstrates a working knowledge of information technology software

Job Knowledge, Experience, Abilities:

- Extensive knowledge of and experience in current leadership development best practices, with a deep understanding of instructional leadership and school reform strongly preferred.
- Effective facilitation, presentation, and leadership development planning skills.
- Ability to analyze complex problems, interpret needs, and develop integrated, creative solutions.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Significant budgeting and fiscal management experience.

Minimum Qualifications:

Candidate must have a bachelor’s degree from an accredited college or university, and senior level leadership experience in school administration or equivalent private sector business administration. A Master’s Degree or Doctorate in Educational Leadership, a certificate in education leadership, administration or supervision, or equivalent business or public sector leadership is highly desired.

Working Conditions:

- While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel objects, tools or controls.
- The employee frequently is required to talk or hear.
- The employee is occasionally required to stand, walk, reach with hands and arms, and to stoop, kneel, or crouch.
- Extensive use of computer keyboards and telephones is required.
- The employee must regularly lift and/or move up to 10 pounds.
- The noise level in the work environment is usually moderate.
- The employee may be required to drive distances of up to 200 miles.
- Employee will regularly be required to attend functions outside of work hours.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reports To:

The Principal Academy Director reports administratively to the Leadership Board of the Hamilton County Principal Leadership Academy. The Director will be employed by the Public Education Foundation, acting as employer of record for reporting purposes on behalf of the Leadership Board of the Hamilton County Principal Leadership Academy.

Compensation and Application Materials:

The salary compensation package is highly competitive and will be commensurate with experience. Interested applicants should send a resume and a letter of interest describing leadership experience to:

Hamilton County Principal Leadership Academy
c/o Public Education Foundation
100 East 10th Street, Suite 500
Chattanooga, TN 37402
Attn.: Dan Challener

Application deadline: Open until position filled
Review of applications will begin: May 1, 2010

For more information see website:
www.pefchattanooga.org