



Principal/Director

Infinity Charter School

Infinity is a K-8 public charter school designed to meet the intellectual, academic and socio-emotional needs of gifted children in the Central Pennsylvania area. Infinity has been in operation since August of 2003, and currently serves approximately 120 students in grades K-8.

Infinity, which is the only school of its kind in Pennsylvania, will double or triple in size when its planned new campus is complete. This is a unique opportunity to expand a successful program with an innovative design and curriculum.

We are looking for an enthusiastic and experienced principal/director, excited by the challenge of meeting the needs of gifted learners. You must have a positive outlook and “do whatever it takes” attitude, high ideals and be able to motivate and manage a team of teachers.

Job Title: Principal/Director

Work Year: 12 months

Salary:

Negotiable and competitive based on training and experience, qualifications and meeting Board criteria, including, but not limited to, skills listed

Preferred Qualifications:

- Current Pennsylvania Principal Certification
- Three to five years teaching experience
- Three to five years administrative experience
- Advanced coursework in gifted education or experience working with gifted children
- Excellent oral and written communication skills

Job Expectations:

- Promote a shared vision and articulate it through voice and actions
- Establish and prioritize clear goals and ensure continuous progress toward achieving them
- Collaborate on continuing curriculum articulation

- Serve as a positive force in establishing and sustaining a collaborative environment to promote learning and achievement of students through regular observation and monitoring of teachers
- Implement and document Teacher Induction Plan
- Coordinate all state and other formal school-wide assessment activities
- Implement student discipline policy to ensure a safe and positive environment
- Meet with students, parents and outside individuals and agencies, as needed, related to disciplinary incidents
- Oversee compliance with, and the implementation of, all special education regulations (IEPs, 504s, etc.)
- Oversee compliance with, and implementation of, ELL, Title I, Title II and Title V requirements and reports, as well as other educational federal, state and local regulations, policies and procedures
- Oversee student enrollment process; conduct application review
- Maintain all required records and files (including student attendance, discipline and evaluation records)
- Develop (in collaboration with the Board), implement, and monitor Infinity Policies and Procedures
- Communicate effectively with internal and external audiences
- Communicate and utilize the results of “in-house” reports (End-of-Year Survey, and so on.)
- Prepare and/or revise Staff and Parent Handbooks
- Update Infinity’s technology plan, professional growth plan, and teacher induction plan, as needed
- Conduct student transition research to monitor student preparedness and seamless transitions
- Supervise Infinity fund raising activities, grant writing, and marketing efforts
- Engage parents and community members in the educational process and create an environment, in which community resources support student learning and achievement

Application Procedure:

Send cover letter, resume and a completed PA Standard Application, PA Certification, Act 34 and Act 51 clearances, salary requirements and references to:

Infinity Charter School Personnel
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Position starts July 1, 2011