

JOB DESCRIPTION POSTING FOR FOUNDING PRINCIPAL OF MINGO CREEK ACADEMY

Seeking Candidates for Founding Principal of Mingo Creek Academy (MCA), Georgetown County, South Carolina

Position

JOB STATUS: OPEN EFFECTIVE IMMEDIATELY

CLOSING DATE: When the position is filled

LOCATION: Georgetown County, SC

POSITION TITLE: MCA PRINCIPAL - Full Time

REPORTS TO: Board of Directors

Start Date

Flexible; however, seeking a candidate to provide immediate collaboration and input on planning and hiring as we progress toward launch in the Fall of 2021.

Opening Date for MCA

MCA will open as a pre-kindergarten school of excellence in the fall of 2021.

The Candidate

The Board of Directors invites qualified candidates to submit a resume for consideration for the Principalship of Mingo Creek Academy (MCA). MCA seeks a visionary founding principal for a new school of excellence for children in Georgetown County, South Carolina.

About MCA

MCA is a non-profit, privately-funded organization occupying a pristine, functional, 11-acre campus in a rural setting in Georgetown County, South Carolina. The MCA leadership team is composed of a 15-member volunteer board of directors.

Mission

MCA's mission is to improve the lives of underserved children in Georgetown County. This mission is accomplished by providing a culture of high expectations, academic excellence, and social inclusion.

Basic Beliefs to Ensure MCA Success Include:

- respect and inclusion
- challenging curriculum
- high expectations
- transparency
- strong ethics
- strong community and parental partnership

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This foundation for excellence in early-childhood education provides MCA students an opportunity to become productive citizens in a global environment.

Synopsis of Principal Role

The principal will set the tone for the school. She/he serves as the chief ambassador of a MCA vision for academic expectations, leading to high student achievement. Based on research, MCA believes that the key to student achievement is early intervention, which provides educational and social experiences that build a solid base for future educational success. To this end, the Principal will implement the MCA beliefs, core values, and mission through effective leadership and management of the school's students, staff, and community partners. The Principal's collaboration with the MCA leadership team will result in an instructional program and school environment that prepares every student for success through their formal education and beyond as productive citizens in a global community.

Basic Qualifications

- working knowledge of the instructional process, public relations, school finance, school law, personnel management, administration supervision, curriculum, and educational processes.
- leadership qualities and personal characteristics necessary to work effectively with students, teachers, parents, and the school community at large.

Position Description

The successful candidate has the unique opportunity to lead a partnership that shapes the future direction and operation of MCA and the students it serves. The successful candidate will serve as a key architect of future grade expansion based on MCA's vision. Additional responsibilities include, but are not limited to:

- facilitating the partnership's strategic planning activities, including identification of vision, mission, goals, community-level outcomes
- overseeing the work of the partnership by recruiting and engaging partners
- facilitating the work of the partnership, providing advice and counsel to the leadership team in establishing policies and monitoring outcomes of these policies
- establishing and maintaining an effective system of communication throughout the partnership that fosters and maintains a positive image
- representing the partnership in its relations with external partners and the community at large
- preparing key partnership spokespersons for speaking engagements
- reinforcing a collaborative approach in work with partnership committees, staff, and other partners
- supporting and soliciting input from team members at all levels to move the partnership's work forward and achieve its beliefs, vision, mission, and goals

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- organizing the partnership to efficiently and effectively achieve goals and implement related activities.

Primary Responsibilities

To create a school/community-at-large culture of high expectations of academic achievement and social and emotional growth, which includes:

- serving as the key instructional leader of MCA
- managing and providing leadership in all aspects of teaching and learning
- utilizing data-driven teaching and learning decisions
- supporting the analysis, management, integration, and reporting of data
- reporting and sharing instructional-related data in formats that appeal to various partners
- facilitating evidence-based decision-making and continuous improvement that impacts all facets of teaching and learning
- using appropriate data-driven assessment resources to identify the specific needs of students and to determine when State and MCA benchmarks are met
- identifying a systemic process for the ongoing celebration of students for high academic achievement
- creating an environment that values excellence in academics, and challenges and supports staff and students.

Family and Community Engagement

- support and build a relationship with the broader community
- actively engage the broader community in the work of the partnership
- engage a diverse set of partners from all sectors of the community that fosters ongoing relationships and trust
- create a system for consistent and ongoing communication with parents
- communicate within the community in a the way that builds authentic, trusting relationships with diverse community partners
- maintain strong communications and compliance with the Board of Directors

Education, Training and/or Experience

- minimum of three years of demonstrated success in teaching a diverse student population, preferably in an early-childhood setting
- minimum of two years of demonstrated success as a building-level principal or assistant principal, preferably in an early-childhood setting and serving a diverse student population
- knowledge and demonstrated success in:
 - financial management
 - strategic planning
 - people management
 - organizational development

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- educational policy and trends
- data collection, management, and analysis
- excellent written and oral communications skills
- strong interpersonal skills.

Education Requirements Include:

- a Master's degree from an accredited college/university
- ability to qualify for SC Teaching/Administrative License with appropriate endorsement.

Preferred Experiences Include, But Are Not Limited to:

- private/charter school startup, from planning to launch
- knowledge and understanding of South Carolina private/charter school environment
- knowledge and understanding of theories in early-childhood learning and literacy
- knowledge and understanding of the rural culture of teaching and learning.

This job description is not intended to be a complete list of all responsibilities, duties, or skills required for the position and is subject to review and change at any time, with or without notice, predicated on the needs of MCA.

Applicants considered for employment must successfully complete the following background investigations/tests:

- Federal Bureau of Investigation (FBI) Criminal History Investigation
- State Police Criminal History Investigation
- Child Protective Services (CPS) Investigation
- Tuberculosis Screening/Test

Mingo Creek Academy assures Equal Employment Opportunities for employees as required by Federal and State Orders and Laws. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks. This job description is intended to accurately reflect the position's activities and requirements. However, the administration reserves the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position and does not imply an employment contract.

Compensation

Salary and benefits will be competitive and commensurate with experience. We are happy to talk with qualified candidates regarding the compensation package.

Questions? Email us at mingocreekacademy@gmail.com.