



East Wake Academy

400 NMC Drive

Zebulon, NC 27597

www.eastwakeacademy.org

919.404.0444

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Position Description: Elementary School Principal
Director of Student Services / Safety

Location: East Wake Academy

Reports to: Superintendent

Institution:

East Wake Elementary Academy is the foundation for our college prep K-12 program. The elementary school is key to the future success of all of our students. Our desire is to build a strong love of learning through engaged classroom instruction and exposing our students to the outside world.

Qualifications:

Master's Degree; hold or be eligible to hold a North Carolina principal's license, experience teaching or as an administrator in grades K - 4, prior school based administrative experience – preferably at the elementary school level. Possess a strong understanding of curriculum, common core and essential standards.

Duties and Responsibilities:

To be a student and staff focused administrator. Must have the ability to work with experienced staff to continue the development of our elementary school program. Must have a strong sense of team and shared decision-making through building a strong collaborative approach to improve learning for all. Must have the ability to recognize staff as professionals and allow them the opportunity to teach. Must have the ability to develop and implement programs, policies, procedures, curriculum activities and promote the educational development of all students. Must understand the need to build strong home to school communication and be able to capture the support of community stakeholders.

Director of Student Services / Safety: The elementary school administrator also serves as the Director of Student Services / Safety. Oversees student support services and school nurse. Also coordinates campus safety through emergency plans and safety inspections. Maintain an understanding of all legal requirements set by the state.

Compensation: Based on State Salary scale and experience, plus benefits

Position Available: Immediately / June 1 for the 2016 - 17 school year

Application Procedure: Please email interest with cover letter and resume to Stephen Gay, Superintendent, sgay@eastwakeacademy.org

Deadline: Open until filled.