



May 7, 2019

### **Interim Superintendent Job Description**

High Point Academy Spartanburg, SC is a free public charter school founded in 2014 serving kindergarten through 12th-grades. High Point Academy Spartanburg is built on the principles of honor, integrity, and service. Our school is led by teachers anchored in an applied learning style of instruction with an emphasis in S.T.E.A.M. (science, technology, engineering, arts, and math) education as well as character development and leadership training.

We are currently seeking an individual with a proven record of leading educators and students toward academic excellence to be our Interim Superintendent. The ideal candidate will be an effective leader, prioritize staff/teacher development, and work in cooperation with parents and teachers to analyze the educational needs of students. Our Interim Superintendent will be responsible for implementing the academic goals of our students and ensuring that all teachers have the resources and guidance they need to meet the administration's desired goals.

#### **Responsibilities:**

- Pursue the vision and execute the mission of High Point Academy and integrate the principles of both into each school day.
- Provide leadership and direction to staff.
- Delegate appropriate responsibilities to senior staff (administrators, business manager, etc.).
- Supervise and observe all instructional practices in the school, including coaching and mentoring, directly or through other staff and/or professional development programs.
- Hire, manage, evaluate, and terminate staff except that such actions shall be subject to review and/or approval by the Board of Directors.
- Serve as liaison to the Board of Directors, including providing formal and informal reports to the Board and charter entity.
- Prepare materials in conjunction with other school administrators, including student academic achievement data based on comparative and longitudinal measures.

- Implement and follow effective policies and procedures, including discipline and employee conduct.
- Provide a safe and encouraging environment for learning.
- Oversee and ensure proper budgeting, accounting, auditing, and financial planning in conjunction with the Board of Directors.
- Provide guidance to teachers, staff, and students.

**Qualifications:**

- Undergrad or graduate degree in education or related field; graduate degree required.
- SC certification in administration or a minimum of three-years of experience in the field of school-based administration.
- Successful leadership in a senior administrative position in a public or private school, preferably but not necessarily as a principal or other similar administrator and preferably working with a Board.
- History of leadership in working with professional staff, students, and the community toward achieving goals.
- Agreement with and commitment to the academic goals and philosophy of High Point Academy.
- Commitment to accountability.
- Proven history in encouraging parental involvement.
- Strong verbal and written communication skills.

Submit resumes with cover letter and list of references to [boardchair@hpart.org](mailto:boardchair@hpart.org) by May 20, 2019.