

Job Title: Principal
Reports To: Executive Director

Position Summary

The Principal of the Academy of St. Louis serves as the instructional leader responsible for the academic program, faculty supervision, and daily school operations. The Principal works in collaboration with the Executive Director to ensure the mission of the Academy is implemented through high-quality instruction, individualized student support, and a nurturing environment for neurodiverse learners.

The Principal supports the Academy's commitment to small class sizes, personalized learning, and transition planning that prepares students for post-secondary education, employment, and independent living.

The ideal candidate will demonstrate strong leadership, a passion for working with students with learning differences, and the ability to support innovative instructional approaches that foster student confidence and success.

Key Responsibilities

Instructional Leadership

- Oversee the implementation of the Academy's academic curriculum and individualized learning model
 - Support differentiated instruction that meets the needs of neurodiverse learners
 - Guide teachers in developing instructional strategies that support students with learning disabilities, ADHD, and autism spectrum differences
 - Promote the integration of innovative educational technology and adaptive learning tools
 - Student assessment
 - Maintaining academic and special education evaluations and records
 - Monitor student academic progress and collaborate with faculty on individualized learning goals
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Faculty Leadership and Development

- Supervise, mentor, and evaluate faculty and instructional staff
- Foster a collaborative professional culture focused on student success
- Provide leadership for professional development and instructional improvement
- Lead faculty meetings and support team collaboration
- Assist in recruiting, hiring, and onboarding qualified faculty and staff

Student Development and School Culture

- Promote a positive, respectful, and inclusive school culture
- Support students in developing social skills, independence, self-awareness, and self-advocacy
- Oversee the implementation of the school's behavioral expectations and support systems
- Encourage leadership opportunities and student engagement initiatives
- Support transition planning for students preparing for post-secondary pathways
- Execute discipline

Transition and Life Skills Programming

- Collaborate with faculty to support the Academy's transition curriculum
- Ensure students develop skills related to employment readiness, independent living, and social development
- Support real-world learning experiences and community engagement opportunities
- Monitor student progress toward individualized transition goals

Operational Leadership

- Oversee daily school operations and scheduling
- Coordinate academic programming and course offerings
- Support implementation of school policies and procedures
- Work with the Executive Director and Business Manager regarding staffing needs and operational planning
- Admissions/tours, applications, and enrollment
- Assist with accreditation requirements and educational compliance

Family Communication

- Serve as a key academic liaison between the school and families
 - Communicate regularly with parents regarding student progress and academic programs
 - Support a collaborative partnership between families and the school
 - Participate in parent meetings, school events, and conferences
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Mission and Faith Integration

- Support and promote the Catholic mission of the Academy of St. Louis
 - Foster a school culture rooted in dignity, compassion, and service
 - Encourage opportunities for faith formation and community service
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Qualifications

Preferred qualifications include:

- Master's Degree in Education, Educational Leadership, or related field
 - Experience working with students with learning disabilities or neurodiverse learners
 - Previous teaching or administrative experience in an educational setting
 - Strong leadership, communication, and organizational skills
 - Commitment to the mission and values of the Academy of St. Louis
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Leadership Qualities

The successful Principal will demonstrate:

- Strong instructional leadership
 - Collaborative and supportive management style
 - Understanding of individualized education and neurodiverse learning
 - Ability to inspire faculty and students
 - Commitment to mission-driven education
 - Strategic thinking and problem-solving skills
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Leadership Structure

Academy of St. Louis

The Academy of St. Louis operates under a collaborative leadership structure designed to support both the strategic growth of the school and the daily success of its academic programs.

The **Executive Director** and **Principal** work together to advance the mission of the Academy while maintaining clearly defined roles and responsibilities.
