### Title
Principal

### Department
Education

### Status
- [x] Full-Time
- [ ] Part-Time
- [ ] Part-Time On Call
- [ ] Temporary

### Class
- [x] Exempt
- [ ] Hourly
- [ ] Salaried Nonexempt

### SHIFT:
Typical schedule: Five day week, typically Monday through Friday, 8:00 a.m. – 5:00 p.m. Schedule is determined by the Program Director and may vary to meet the needs of the students.

### POSITION SUMMARY:
The Principal acts in an advisory capacity to the Site Director in all matters pertaining to Educational Services. He/She serves as the chief administrator of the Education Department in developing and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the educational development of each student and the professional development of each staff member. The Principal ensures that instructional objectives for a given subject and/or classroom are developed, and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program. The Principal reports to the Program Director and supervises staff in Education, Vocation and Resource, Information Technology and the Athletic Director.

### ESSENTIAL FUNCTIONS

#### OPERATIONS:
1. Develops, implements, manages and modifies the Site Education program. Responsible for:
   a. Education Department operations, policies and procedures.
   b. Educational/vocational departments.
   c. Safety, health and welfare as it relates to the Education Department, staff and students.
   d. Serves as a management member for site Management Meetings.
   e. Oversees delivery of the Rite of Passage Educational Services.
   f. Ensures program facilities are safe, clean and well maintained.
   g. Maintains and improves athletic programming and recreational facilities.
   h. Oversees development and implementation of curriculum.
2. Manages and oversees school administrative functions. Responsible for:
   a. Student records/registrar.
   b. Scheduling.
3. Ensures the growth and development of program technology.

#### FINANCE:
1. In conjunction with the Program Director, provides proper management and allocations of site budget as it relates to:
   a. Education department staffing, logistics, supplies, etc.
   b. Management of stipends relating to extra-curricular activities.
   a. Site Finance Committee Member.
   b. Biannual budget recommendations and implementation
   c. Education Department Position Control Roster.
   d. Manage and audit Education Department expenditures.

#### HUMAN RELATIONS:
1. Provides management and leadership knowledge, skills and abilities to the Education Department as outlined in the site organizational charts.
   Primarily responsible for:
   a. Training and continuous development and growth of staff (Pre-service, Operations, OJT and In-service) to ensure staff are knowledgeable and understand all procedures.
   b. Employee evaluations. Reviews staff professional goals and objectives on a quarterly basis.
   c. Discipline and/or corrective action.
   d. Investigations relating to allegations of violations relating to Equal Employment Opportunity, harassment, safety, discrimination, violation of policies and procedures, conduct, ethics and ROP norms and culture (as a minimum).
2. Ensures proper staffing levels are maintained within established Position Control Roster standards for the Education Department. Manages the following:
### CUSTOMER AND COMMUNITY RELATIONS:

1. Establishes, manages and promotes positive relationships with the following:
   - a. School Board.
   - b. Community Activities Board.
   - c. State Education Agencies.

2. Actively supports and contributes to:
   - a. Site Newsletter inputs.
   - b. On and Off-site community related activities.
   - c. Validate Ceremonies.
   - d. Graduation Ceremonies.

3. Represents and demonstrates educational and vocational programs on program reviews, tours and site visits.

### REGULATORY COMPLIANCE:

1. Assist Program Director in the following activities:
   - b. Outside Correspondence and Inquires.
   - c. External and Internal Auditing Functions.
   - d. Reporting Key Performance Indicators.

2. Ensures proper licensing and crediting of staff and educational operations.

### OTHER DUTIES AS DEFINED:

### MARGINAL FUNCTIONS:

1. As directed, performs any other duties as assigned.
2. Ensures the safety, health and welfare of staff and students at all times.
3. Ability to work with and support staff and students in a Residential Court School environment. Provides encouragement, guidance and resources to staff and students when needed.
4. Models and ensures all program norms are upheld without compromise.
5. Acts as a positive role model and mentor for both staff and students.
6. Treats others with respect, confronts negative behavior and supports confrontation.
7. Participates in Site, Region and/or Company community events as required.
8. Participates in site tours for community and state officials.
9. Participates in the rotation of the Administrator on Duty assignment when required.

### MINIMUM QUALIFICATIONS:

1. Possesses Credential in School Administration. Specific to Maryland: Must possess Maryland Administrator’s License I & II, teaching certification (any state), ability to obtain a Special Education certification and a minimum of three years of teaching experience.
2. Master’s Degree in Special Education, School Administration or closely related field.
3. Successful administrative experience in developing curriculum, fostering a healthy work environment to stimulate a positive and productive workplace, demonstrated experience in developing program databases used for making program decisions necessary for program improvement.
4. Demonstrated success in court/community/alternative education settings in all areas of program implementation.
5. Demonstrated ability to effectively supervise, work with and support staff and students in an alternative school environment. A minimum of 5 years of staff supervisory experience.
6. Knowledge of educational resource programs; education standards; CSAP, Woodcock Johnson Cognitive and Educational testing procedures, curriculum, supervision, learning theories, classroom management, juvenile justice system and the adjudication process, understanding of where the site and ROP fall in the treatment continuum for court adjudicated youth, integrated curriculum design, relationship between academics and vocational training and utilizing multiple measures to report on student achievement, computer applications that relate to the development and implementation of technology within the educational program and overall organization.
7. Ability to work in a cooperative and collaborative manner and demonstrate a positive work ethic.
8. A working knowledge of the Positive Peer Culture behavior modification program.
9. Knowledge of Clinical Supervision and effective classroom management strategies; court school operations
   and community transition; and knowledge of core curriculum and curriculum development.
10. Good interpersonal skills including the ability to interview potential employees.
11. If required to operate a company vehicle during the course of employment, must meet the requirements to
   be an eligible ROP driver. Must possess a current State Driver’s License and have an acceptable driving
   record for the past three (3) years.
12. Strong knowledge of overall company operations and policies and procedures.
13. Ability to pass a criminal background clearance check, drug screen, physical and TB test.
14. Ability to perform work with little or no supervision.
15. Ability to utilize resources available to complete assigned projects.
16. Ability to prepare written reports and correspondence.
17. Ability to understand and follow verbal and written instructions.
18. Ability to effectively communicate, verbally and in writing.
19. Able to work in excess of 40 hours per week with the possibility of a varied schedule.
20. Must be able to maintain a high level of confidentiality.
21. Must have excellent organization and time management skills.
22. Ability to build and maintain positive internal and external relationships.
23. Ability to provide exemplary customer service to all employees and outside constituents.
24. Must be flexible and able to handle multiple priorities, with the ability to adjust to high pressure and rapidly
   changing business conditions.
25. Proficient in the use of computers and associated software. Knowledge of computer applications that relate
   to the development and implementation of technology within the educational program and overall
   organization.

WORK CONDITIONS and PHYSICAL REQUIREMENTS:
This section identifies "Physical Requirements" of a particular job. All requirements are subject to possible
modification to reasonably accommodate individuals with disabilities. Individuals who pose a direct threat or
significant risk to the health and safety of themselves or others in the workplace, because physical requirements
cannot be eliminated or reduced by reasonable accommodation, will not be considered qualified for employment.
Notify the Human Resources Manager if you require any accommodation(s) to perform any of the essential
functions of this position.

☐ Sedentary work - Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or
   constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting
   most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria
   are met.

☒ Light work - Exerting up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If
   the use of arm and/or leg control requires exertion of forces greater than that of sedentary work and if the worker sits most of
   the time, the job is considered light work.

☐ Medium work - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10
   pounds of force constantly to move objects.

☐ Heavy work - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds or force frequently, and/or up to 20
   pounds of force constantly to move objects.

☐ Very heavy work - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly
   to move objects. Applies to all Group Living Employees.

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<thead>
<tr>
<th>Physical Requirements</th>
<th>Conditions</th>
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<tbody>
<tr>
<td>Climbing</td>
<td>Environment:</td>
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<tr>
<td>Kneeling</td>
<td>☒ Noise</td>
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<tr>
<td>Standing</td>
<td>☒ Dust</td>
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<tr>
<td>Pulling</td>
<td>☒ Mechanical</td>
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<tr>
<td>Seeing</td>
<td>☒ Hearing</td>
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<tr>
<td>Tactile sense</td>
<td>☒ Repetitive motions</td>
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<tr>
<td>Visual acuity (color, depth perception and field of vision)</td>
<td>☒ Other:</td>
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IMPORTANT NOTICE:
This position is not limited to those duties in the job description. Duties and responsibilities can be changed, expanded, reduced, or deleted to meet the business needs of Rite of Passage. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All employees of this Company are employees at will and, as such, are free to resign at any time without reason. The Company, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice. Nothing contained in this document or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

ACKNOWLEDGEMENT:
I have read and understand the contents of this Position Description. I also acknowledge that it is my responsibility to notify the Human Resources Manager if I require an accommodation to perform any essential function(s) of this position.

I do □ or do not □ require an accommodation to perform the essential functions of this position.

________________________ _________________  ________________________
Employee Name (Please Print)     Date      Employee Signature

________________________ _________________  ________________________
Human Resources (Please Print)     Date                 Human Resources Signature

* Employee Completes the Request for Accommodation Form