



Odyssey Charter School

Nurturing a Lifelong Love of Learning
201 Bayard Avenue, Wilmington, DE 19805

Tel: 302-655-5760
Fax: 302-655-5761

SCHOOL HEADMASTER (Principal) **JOB CODE: OCS01-031006**

Primary Role and Responsibilities

The person hired to this position is to be responsible for the administration and management of the Odyssey Charter School (“OCS”). The individual will oversee the instructional program, manage operations, and select and evaluate personnel. He or she will demonstrate leadership to ensure high standards of instruction, compliance with all State and federal policies, full implementation of the Charter, success of instructional programs, and operations of all school activities.

Qualifications

- Demonstrated successful leadership in a senior administrative position in a public or private school
- Exhibited leadership in working with professional staff, students, and the community
- Agreement with the academic goals and philosophy of the charter school
- Commitment to accountability, including a rigorous student testing regime
- Exceptional organizational, communication, public relations, and interpersonal skills
- Demonstrated successful teaching experience
- Demonstrated ability to lead and facilitate team teaching approach
- Demonstrated success in encouraging parental involvement
- Comprehensive understanding of curriculum and instruction

Responsibilities

Instruction

- Establish instructional standards and daily instructional program
- Development and execution of annual calendar, teacher assignments, and class scheduling
- Observe, develop, and evaluate staff regularly
- Monitor student progress and instructional data
- Facilitate the integration of Greek language and context based instruction
- Stimulate evaluation and adoption of innovative instructional strategies
- Establish instructional/teaching goals and support staff in meeting those objectives

Operations

- Establish a strong culture based on the mission and values of the school
- Manage student recruitment and enrollment
- Ensure compliance with all state and federal policies, and Charter commitments
- Make formal reports to chartering entity
- Ensure proper budgeting, accounting, auditing, and financial planning
- Create and maintain a safe, secure and orderly environment
- Work in conjunction with the school’s Executive Committee and Board to support the management of the school’s non-profit organization
- Create and oversee a plan to actualize the school’s goals and mission
- Work with the school’s Board to raise money to support academic programs
- Provide oversight and guidance to affiliated parent and community organizations

Personnel

Recruit and lead selection process for all personnel

Supervise, train, and develop staff

Make recommendations to the school's Board President on all hiring and termination actions and oversee those processes with appropriate documentation

Promote teamwork and collaboration among all staff members.

Requirements

Master's degree or higher

Administrative certification

At least 5 years teaching experience in K-12 program

3 to 5 years as assistant principal or principal in a private, parochial, public or charter school preferred

Fluency and formal training in the Greek Language a plus

Able to actively listen with hearing within normal range, with or without amplification

Able to speak for extended periods to convey information or detailed instructions in a calm, efficient manner

Able to participate in activities that may include standing, sitting, walking, and to perform work requiring visual acuity

Must possess the ability to prioritize and effectively manage competing tasks and responsibilities

Must sustain calm, reasonable approach and communicate effectively in stressful or problematic situations

Must be able to follow written and verbal instructions and to communicate clearly both verbally and in writing

To Apply:

Send a cover letter, resume, and list of three references to Zahava Stadler at zstadler@innovativeschools.org.