



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Digital Academy Principal (K-12)

**Prepared Date:** 06/09/2022

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### **JOB GOAL:**

The Digital Academy Principal, skilled in student and adult virtual learning best practices, design thinking, and organizational leadership, will establish and oversee an online academy: serve as a dynamic, innovative leader at assigned campus and grade level to meet the needs of all students. The Principal will be responsible for directing and managing instructional programs, service operations, and personnel at the campus level. The Principal will also provide leadership to ensure high standards of instructional service and will oversee compliance with policies, the success of instructional programs, and the operation of all campus activities.

### **TERMS OF EMPLOYMENT:**

Eleven (11) month (220 days) contracts, Pay 802 Grade 24, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA:**

**Non-Exempt**

### **QUALIFICATIONS:**

1. Master's degree or higher eligibility for Arkansas certification as a K-12 Principal is required.
2. Must have at least three years of successful experience as a teacher and administrator. Prefers significant experience in Instructional Technology, Innovative Instructional Design, and Educational Technology or prior experience facilitating high-quality student and adult learning experiences in entirely virtual spaces.
3. Excellent writing skills and experience, and expertise in strategies to infuse technology across the curriculum.
4. Broad knowledge of the principles and practices of school administration, including financial management.
5. Expertise in building instructional capacity, curriculum development, and knowledge of strategies to differentiate instruction, modify assessments, and adjust the pace of learning for all students, including experience in building partnerships and resources for a school.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

**Vision, Strategies, Policy**



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The Digital Academy Principal will partner with the Executive Directors of School Leadership to facilitate the (a) development of vision and strategies for the online learning program, (b) refinement and implementation of online learning policies and procedures, and (c) articulate a student-centered development plan, supporting all students in the fully remote school setting that includes a timeline, proposed budget, communication plan, and approach.

The Principal will provide leadership to ensure high standards of instructions and oversee compliance with policies, the success of instructional programs, and the operation of all campus activities.

### **A. Student Achievement Leadership:**

Emphasizes student achievement as the primary goal of schooling and achieves the desired results or performance goals.

Maintains high expectations and motivation of all students to engage in continuous learning and development.

### **B. Organizational Leadership:**

Possesses commitment and facilitates the development of a vision and mission of learning for the school that promotes the success of all students.

Establishes and communicates building priorities, long-range goals, and objectives.

Communicates effectively both orally and in writing.

### **C. Instructional Leadership:**

Analyzes, utilizes, and communicates school and student data to implement programs, technology, and curriculum that improves teaching and learning.

Provides leadership in developing the higher-ability students learning environment that improves teaching and learning.

Leads curriculum development activities providing opportunities and encouragement for increased staff expertise.

### **D. Management:**

Assists in effective recruitment and recommends, develops, supervises, and evaluates staff.

### **E. Community Partners:**

Maintains a transparent and open communication process with all internal and external school communities in the school's shared leadership.

Promotes and encourages community, industry, and higher education partnerships.

### **F. Ethical Leadership:**

Demonstrates appreciation for and sensitivity to the diversity among individuals and specific populations.

Respects confidentiality.

### **G. Environmental Context Leadership:**

Creates a feeling of trust and openness with students, families, and staff, promoting the welfare of all learning community members.

Knows and applies policies, procedures, laws, and regulations enacted by the district, state, and federal authorities.

Fosters a creative and innovative learning environment in which all students are inspired to excel.

Participates and maintains an effective and culturally diverse learning environment among the entire school community (faculty, staff, students).



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### **VIRTUAL ACADEMY RESPONSIBILITIES**

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.