**The Opportunity:**School leaders at St Mark’s are critical in supporting our vision. As a school leader at St Mark’s, you will establish a culture of high expectations that includes the shared belief that every student can learn and deserves a high quality education. You will develop future leaders via frequent feedback, coaching, and mentoring, and act as a driving force in the improvement of our school’s growth and development of teachers as well as students. Your professional learning community will provide a supportive and collaborative environment to fuel your growth and development. Together, we will ensure every scholar receives the support and instruction needed to be successful!

The Head Teacher leads, manages, and oversees all functions of individual school site, including education program to ensure academic performance of student, budget to ensure fiscal solvency of site, school office operations, community relations, people management and facilities.

**What You Will Do:**

* Provide Instructional Leadership for the school site to maintain a school-wide focus on high standards of student achievement, including managing the process for analyzing data to increase student achievement and supporting all teachers in their professional development
* Manage human resources, including attracting and selecting top performers, coaching and providing PD opportunities, managing performance and developing a collaborative team culture
* Manage all resources at the school site, including maintaining a balanced budget, planning for future needs and ensuring compliance with restrictions and reporting requirements of categorical funds and restricted donations
* Develop an effective school community, including working with and developing positive relationships with families, community groups, sponsoring districts and neighborhood schools
* Manage process for determining priorities; set development timetables and support school team in achieving deliverables
* Manage daily operations, facilities, safety and administrative processes
* Lead long term strategic planning and medium term process improvement as needed
* Collaborate with St Mark’s Home Board of Directors to achieve site and organizational goals
* Demonstrate knowledge of, and support, St Mark’s mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior

**What You Will Bring:**

* Bachelor’s Degree required; Masters in Education preferred
* 3+ years working with students as a full-time teacher preferred
* 3+ years teaching and administrative experience
* Demonstrated commitment to students and learning
* Demonstrated knowledge of curriculum development and program design
* Experience developing teachers
* Strong experience in performance assessment
* Excellent relationship-building, management and community-building skills
* Strong problem-solving and consensus-building abilities
* Excellent communication, presentation and interpersonal skills with demonstrated ability to write clearly and persuasively
* Excellent organization, time management and follow-up skills and a  high sense of urgency
* Entrepreneurial passion