



# Head of School / Principal

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The SAGA School Principal/Head of School carries comprehensive responsibility for all operations, including students and faculty at The SAGA School. The Head of School is the sole employee of the SAGA Board of Directors. He or she shall be the representative of the board in its relations with the faculty, staff, students and the patrons of the school.

## Position Responsibilities:

**General duties include (but are not restricted to) the following:**

- Acts as the “Communicator in Chief” – with board, staff, students, parents, larger community, educational organizations, etc.
- Oversees, manages and develops all programs offered by The SAGA School, including but not limited to preschool, elementary school, after school, enrichment, parent-child and adult classes.
- Acts as the “face of the SAGA School” and develops a strong relationship with students, staff, faculty and parents.
- Partners with the board to provide strategic direction and is responsible for the implementation of SAGA’s vision.
- Revises, develops and implements standards, policies and procedures.
- As the educational leader, develops curriculum, assesses teaching methods, and monitors student achievement.
- Creates a climate that promotes academic excellence and develops and implements teaching methods that serve a variety of learning styles.
- Develops a strategy to attract and retain the best teachers with a deep understanding of German and American cultures.
- Responsible for any matters regarding employment, retention, and dismissal of faculty and staff.
- Maintains sound financial health and leads fundraising efforts.
- Works closely with the board to implement board policies.
- Responsible for the maintenance of the school building and capacity planning.

## Qualifications

- Fluent in English and German.
- Must be able to communicate effectively, verbal and written, with co-workers and parents in both languages.
- 3 - 5 years experience serving as Head of School or Principal preferred; Immersion or dual language school experience, a plus.
- Washington State Teaching Certificate with experience in the independent school sector preferred.
- Background check required; Must be eligible to work in the US.
- Excellent communication and interpersonal skills when interacting with adults, students, and community members
- CPR/First-Aid certified (or willingness to obtain) for children and adults.
- Proficient in Microsoft Word, Excel, email communication, and cloud services (i.e. Google Drive). Experience with RenWeb, preferred.
- Positive work attitude at all times; Enthusiastic with a good sense of humor; Reliable and punctual; Maintain confidentiality.