



## **The Idaho Novus Classical Academy Job Description**

Idaho Novus Classical Academy (INCA) in partnership with BLUUM is seeking an Idaho New School Fellow to fill the one-year fellowship that will prepare the individual for all aspects of school leadership including: planning, implementing, and managing the academics, students, and staff.

INCA is a Hillsdale affiliate K-12 school, part of the Barney Charter School Initiative network of schools nationwide. The classical model provides a content-rich, rigorous liberal arts and science curriculum with emphasis in virtuous citizenry.

Bluum is a non-profit organization committed to ensuring Idaho's children reach their fullest potential by cultivating great leaders and innovative schools. With the help of our partners, we work to help Idaho become a national model for how to maximize learning opportunities for children.

### **Job Description**

The head of school's overarching role will be to maintain the integrity of the school's culture and effective learning environment. To accomplish this, the head of school will administer and supervise every aspect of the school's daily instructional and academic functions. The head of school will set the example for all students, teachers, and staff to maintain a constant atmosphere of civility, trustworthiness, respect, and concern for one another.

Essential duties and responsibilities are as follows:

### **Leadership**

- Implementing and evaluating the school's mission and goals, reporting regularly to the board of directors.
- Maintaining a school atmosphere of academic excellence, civility, respect, integrity, trustworthiness, justice, and responsibility.

### **Instructional**

- Planning, implementing, and evaluating the school instructional program based on student

needs and Idaho Standards.

- Setting instructional priorities and goals.
- Ensuring alignment of curriculum with Idaho Standards.
- Reviewing teacher lesson plans and instruction to ensure compliance with Idaho Standards, the school's mission, and the charter contract.
- Assuring that all academic components of the school's charter are being met.
- Serving as the liaison with Hillsdale College Barney Charter School Initiative.

### **Administrative**

- Recruiting instructional faculty for the school as needed.
- Planning, implementing, supervising, and evaluating all other programs, i.e. athletics, extracurricular, co-curricular.
- Determining staffing needs including selection, supervision, staff development and evaluation of school instructional personnel.
- Managing state assessment procedures and compliance.
- Reporting instructional employee appointment or dismissal to the board of directors.
- Ensuring the school is operating within the set instructional budget.
- Overseeing the proper academic record keeping processes.
- Maintaining records such as but not limited to student test scores, attendance records, overseeing IEPs, and all other reports as needed for efficient operation of the school and compliance with federal, state and local requirements.
- Enforcing the policies and procedures of the organization as set by the board of directors, including the student code of conduct.
- Developing and implementing school rules and regulations in keeping with the policies and procedures.
- Attending and participating in meetings of the board and its committees as requested.
- Maintaining knowledge of Charter School Laws and Idaho Statutes.

### **Computer Skills**

- To perform this job successfully an individual must have knowledge of accounting software, order processing software, spreadsheet software and word processing software.

### **Minimum Qualifications**

- Candidates should have a solid understanding of classical education and a dedication to the liberal arts and the teaching of civics.
- Preferred candidates will have a master's degree, teaching experience at the K-12 or college level, a record of leadership, and demonstrated abilities in speaking and writing.
- Idaho certification as either school principal or educational leadership required within the first year of employment.

- Five years of related professional experience required. Bachelor's degree required, but master's degree (or currently enrolled in) is preferred.

**Additional Qualifications**

- Ability to demonstrate, uphold, and promote in daily interactions a commitment to INCA's mission and vision, and the moral character and civic virtue INCA embodies.

**HOW TO APPLY**

Please submit resumes via email to Ruth David – [rdavid@idahonovus.org](mailto:rdavid@idahonovus.org)