



JOB TITLE	Primary Principal
Division/Department	PreK-5
Location	Ashbury Campus
Reports to	Head of School
Type of Position	Full time, Exempt, open until filled

OVERVIEW

- The Primary Principal is a crucial educational leader responsible for the overall administration, management, and effective operation of our Ashbury campus. He/She also oversees the pedagogy and ensures alignment with our Sausalito campus with the support of an onsite Primary Assistant Principal.
- This role requires creating a positive learning environment, fostering collaboration among staff, and ensuring the well-being and academic success of students. The Principal plays a key role in shaping the educational experience of students through visionary leadership, collaboration, and a commitment to continuous improvement.
- The Primary Principal reports to the Head of School with whom he/she exchanges as often as possible and collaborates closely with other members of the school administration, students, parents, and faculty.
- Located in San Francisco, LFSF is an independent, co-educational, college preparatory day school of 800+ students in grades preK-12, providing a curriculum for the French Baccalaureate and IB diplomas. For more information about our school, please visit: www.lelycee.org.

RESPONSIBILITIES

Educational Leadership:

- Contribute actively to the development and articulation of a compelling vision for the school's educational program.
- Lead the development and implementation of the French curriculum and instructional strategies to enhance student achievement.
- Foster a culture of continuous improvement by staying informed about educational best practices and innovations.

Staff Management and Development:

- Collaborate with the Primary Assistant Principal and Head of School in recruiting, hiring, and retaining qualified teaching and non-teaching staff.
- Provide professional development opportunities for staff to enhance their skills and keep abreast of educational trends.
- Conduct regular performance evaluations and offer constructive feedback to support staff growth.

Student Welfare and Discipline:

- Establish a safe and nurturing learning environment for students.
- Implement and enforce policies that promote positive behavior and discipline.

- Collaborate with teachers, counselors, and support staff to address the social and emotional needs of students.

Parent and Community Engagement:

- Cultivate positive relationships with parents and guardians through effective communication and involvement strategies.
- Collaborate with community organizations to enhance educational opportunities and resources for students.
- Organize and attend parent-teacher conferences, school events, and community outreach programs.

Budgeting and Resource Management:

- Develop and manage the campus budget, allocating resources effectively to support educational programs and initiatives.

School Operations:

- Oversee day-to-day operations from 8 am to 6 pm, ensuring a smooth and efficient running of the Ashbury campus.
- Maintain compliance with local, state, and federal regulations.
- Address and resolve issues related to facilities, technology, and other operational matters with the support of the administration.

Collaborative Leadership:

- Work collaboratively with other administrators, teachers, and support staff to promote a positive and cohesive school culture.
- Participate in Professional Development and collaborate with colleagues to share best practices.

Crisis Management:

- Develop and implement emergency response plans to ensure the safety of students and staff during crises or disasters.
- Communicate effectively with parents and the community during emergencies.

Other Duties:

- As assigned by the Head of School.

QUALIFICATIONS

- Master's degree in education or a related field.
- Fluent in French and English.
- French Ministry of Education qualification for Primary school or significant and relevant experience in an AEFÉ accredited school.
- 5 years minimum experience as a Director of a Primary School
- Significant experience in school administration and faculty leadership.
- Knowledge of current educational trends, curriculum development, and assessment practices.

PERSONAL SKILLS

- Ability to collaborate and align with school's mission and vision

- Ability to translate into action the strategic direction set by the Head of School
- Under the leadership of the Head of School, ability to be lead the Ashbury location and oversee the Sausalito location, representing the whole LFSF Primary school
- Strong leadership skills, inspiring, motivating, and guiding a diverse team toward shared goals
- Ability to make data-driven decisions and foster a culture of continuous improvement.
- Excellent written and verbal communication skills, strong problem-solving skills.
- Professional, collaborative, detail-oriented, able to work independently and on deadline.
- Truthful, positive, and purposeful when communicating with others.
- Ability to maintain emotional regulation in a high-demand setting.
- Ability to work with and manage frequent interruptions.
- Flexible and adaptable to new, different, or changing requirements.
- Holds self and others accountable to accomplish results.
- Interacts with students, parents, and staff with compassion, respect, and integrity.

We offer a competitive salary, commensurate with the level of experience.

Excellent benefits package which includes medical, dental, vision, 11 paid holidays, generous paid vacation package, long-term disability and retirement benefits.

Candidates with 10 years of experience in the education field minimum can anticipate an annual salary, ranging from: \$130,000 to \$ 160,000. The salary offered to the successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, etc.

The LFSF is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment.

All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. No phone calls, please.

Interested candidates should send their resume and cover letter via: <https://www.lelycee.org/about/jobs>