



**Position Title:** Elementary Principal (K-5)

**Location:** Eagle, ID

**Position Type:** Full Time

**Reports To:** Head of School

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**SUMMARY:**

North Star Charter School is seeking a dynamic and experienced educational leader to serve as the Elementary Principal for Grades K–5. The Elementary Principal will play a critical role in cultivating a strong academic foundation, fostering a safe and nurturing learning environment, and ensuring excellence in early childhood and elementary education. Reporting directly to the Head of School, the Elementary Principal will oversee daily operations, instructional leadership, staff development, and student success within the elementary division while ensuring alignment across the K–12 program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Academic Leadership:

- Collaborate with elementary faculty to develop and implement a rigorous, developmentally appropriate curriculum aligned with state standards and best practices.
- Foster a culture of academic excellence, curiosity, and lifelong learning in early education.
- Support data-driven instruction by monitoring student growth and implementing interventions for academic success.
- Promote early literacy, numeracy, and foundational skills essential for future academic achievement.

Administrative Oversight:

- Manage the daily operations of the elementary division, including scheduling, student placement, supervision, and school events.
- Work with the Head of School to implement policies that ensure a safe, structured, and supportive school environment.
- Coordinate elementary assessments and ensure compliance with state and school testing requirements.
- Oversee elementary procedures related to safety, attendance, and school-wide routines.



#### Staff Management and Development:

- Recruit, hire, and retain highly qualified and passionate elementary educators and support staff.
- Provide ongoing coaching, mentorship, and professional development focused on early childhood and elementary best practices.
- Conduct regular classroom observations and evaluations to support teacher growth and effectiveness.
- Build a collaborative and positive staff culture rooted in continuous improvement.

#### Student Support and Well-Being:

- Foster a nurturing, inclusive, and safe school environment that supports the social-emotional development of young learners.
- Implement proactive behavior supports and early intervention systems.
- Collaborate with counselors, specialists, and staff to meet diverse student needs.
- Maintain strong communication with parents/guardians to support student growth and development.

#### Community Engagement:

- Build strong partnerships with families to support student learning and engagement.
- Promote active parent involvement in the elementary school community.
- Serve as a visible and approachable leader within the school community.
- Act as a liaison between the elementary division and the Head of School.

#### **QUALIFICATIONS:**

- Master's degree in education, educational leadership, or related field.
- Valid administrative certification.
- Minimum of 5 years of experience in education, with demonstrated success in elementary instruction and/or leadership.
- Strong knowledge of early childhood and elementary instructional best practices, including literacy development.
- Excellent interpersonal, communication, and organizational skills.
- Proven ability to lead teams and foster a positive school culture.

#### **APPLICATION PROCESS:**

Interested candidates should submit a cover letter, resume, and contact information for three professional references to Head of School, Andy Horning, at [ahorning@northstarcharter.org](mailto:ahorning@northstarcharter.org) and Human Resources at [hr@northstarcharter.org](mailto:hr@northstarcharter.org). Interviews will be conducted on a rolling basis until the position is filled.



### Equal Opportunity Employer

North Star Charter School is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

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