



South Carolina VIRTUAL CHARTER SCHOOL

Est. 2008

2023 Platt Springs Road, West Columbia, SC 29169

Send cover letter, resume and teaching certificate to resume@scvcs.org

Position Title: K-5 Elementary Principal	
Department: Administration	
Reports to (Title Only): Head of School	
Work Location: In-office (West Columbia Office)	Position # of days: 240 days
Employment Type: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	
Position Type: <input checked="" type="checkbox"/> Classified (at-will) <input type="checkbox"/> Certified (contractual) <input type="checkbox"/> Certified (at-will)	
FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	

Job Description

Position Summary:

Oversee the daily instructional operation and processes of the Elementary Department by supervising and supporting instructional and counselor staff, evaluating instructional quality and offering constructive feedback, coordinating a comprehensive instructional program in alignment with the school's mission and external requirements, engaging with students and families to enhance educational achievement and success, and collaborating with school administrators and staff.

Job performance is evaluated annually.

Required Qualifications:

- Master's degree in education, educational leadership, or related field.
- Valid South Carolina professional certificate with area certification in Elementary School Principal, or eligibility to obtain.
- Minimum of five years of teaching experience.
- Strong understanding of data-driven instruction, curriculum alignment, and state assessment systems.
- Proficient technology skills.
- Excellent professional communication and organizational skills.
- Ability and commitment to maintain confidentiality of personnel and student data.
- Passion for student success and purpose-driven learning.

Preferred Qualifications:

- Minimum of three years of administrative and/or leadership experience.
- Certified in South Carolina's Teaching Standards 4.0 Evaluator.

- Experience with virtual educational platforms and remote engagement.
- PowerSchool platform experience.
- Ability to lead and support staff in a remote instructional setting.

Essential Duties:

- Plan, organize, and coordinate a comprehensive K-5 virtual instructional program aligned with SCVCS Board approved educational philosophy and state standards.
- Monitor, analyze, and evaluate student achievement data to inform instruction and support continuous improvement.
- Identify and monitor annual goals for instructional and extracurricular programs, ensuring implementation of current best practices and pedagogical strategies.
- Plan and supervise professional development that promotes high-impact virtual teaching practices and supports state academic standards.
- Supervise and evaluate Elementary staff in accordance with state and accreditation requirements and provide ongoing feedback to support teacher effectiveness and professional growth.
- Maintain accurate records and documentation in compliance with school board policies and state and federal regulations governing charter schools and virtual education.
- Screen, interview, and recommend elementary personnel for hire; re-assign staff in accordance with certification and skillset.
- Orient, mentor, and support new teachers and staff in adapting to an online learning model.
- Effectively communicate school programs, goals, and vision to Elementary staff, families, and community stakeholders.

Other Duties:

- Collaborate across departments using clear, timely, and professional communication to support the overall welfare of SCVCS.
- Perform other duties as outlined by administration.

Work Environment:

- In-office position with the option to work a hybrid schedule as determined by the Head of School.
- In-state travel for student events, position training, and school outreach as determined by administration.

Compensation:

- Salary commensurate with level of education and work experience.
- Eligible for PEBA health and retirement benefits.
- Annual paid sick, vacation, and flex leave.

Physical/Mental Requirements:

Dexterity of hands and fingers to operate a computer keyboard, mouse, and to handle other computer components; Ability to sit for extended periods of time and to effectively deal with stress associated with meeting job related deadlines.

Exerting up to 10 pounds of force occasionally and able to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Moderate stress/fast paced environment with fluctuating deadlines.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

The Charter Institute at Erskine and South Carolina Virtual Charter School do not discriminate on the basis of race, color, national origin, sex, disability, or immigrant status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.