



Pine Springs
PREPARATORY ACADEMY

JOB OPENING ANNOUNCEMENT

Pine Springs Preparatory Academy, a charter school located in Holly Springs, NC, is seeking an outstanding school leader to lead the launch of our new Upper School (grades 9-12) that is scheduled to open in August 2026.

This Upper School Principal position is an exceptional opportunity to serve as the lead administrator of a school that is currently being built, and to continue the tradition of academic excellence and positive school culture that Pine Springs Prep has become known for over the past decade.

Open to students of all academic interests, the PSPA Upper School will also provide a unique learning path in the field of Life Sciences and will be an innovative biotechnology school designed to help meet the growing workforce development needs of our region.

Interested candidates are requested to submit a letter of interest that includes why they are uniquely qualified for this exciting position, along with a resume, by March 31, 2025 to:

Bruce Friend
Head of School
Pine Springs Preparatory Academy
bfriend@pinespringsprep.org

JOB DESCRIPTION

TITLE	Upper School Principal
SUPERVISES	Upper School Staff Upper School Academic Programs
REPORTS TO	Head of School
JOB GOAL	To serve as the leader of the PSPA Upper School, managing the day-to-day operations of the school that include but are not limited to academic programs, school events, budgets, athletics, and community partnerships. Promote the educational development of each student and the professional development of each staff member.

QUALIFICATIONS	<ul style="list-style-type: none"> ● School leadership experience: teaching and/or administrative ● Excellent communication and collaboration skills ● Experience in Life Sciences education / industry desirable ● Well-developed conflict resolution skills ● Master's degree required ● Minimum of 5 years of teaching experience ● Minimum of 3 years of leadership experience
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JOB DUTIES	<ul style="list-style-type: none"> ● Build a team of education professionals who will serve as the initial staff successful launch PSPA Upper School. Screens, selects, directs and evaluates the performance of Upper School staff. ● Supervise and conduct personnel administration duties for direct report subordinates including hiring recommendations, evaluations, assigning special duties, monitoring attendance, and granting leave. ● Relates to students and parents with mutual respect while carrying out a positive and effective discipline policy. ● Communicate effectively with the business and residential community and participate in civic activities. ● Motivates employee performance and enhances morale. ● Administers the Board-approved budget for the Upper School. ● Demonstrates positive attitude toward job and remains a flexible and innovative team builder. ● Promotes use of assessment data for the purpose of improving student achievement ● Develops master schedules. ● Ability to visualize and implement change. ● Perform other related duties as needed.
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<p>SKILLS & COMPETENCIES</p>	<ul style="list-style-type: none"> ● Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations. ● Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things. ● Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc. using prescribed formats. ● Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables. ● Requires the ability to build working relationships and collaborate with external organizations who will be providing academic support to school, including but not limited to life science companies, community colleges, etc.
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<p>WORKING CONDITIONS</p>	<ul style="list-style-type: none"> ● Full-time, twelve-month, position that will require occasional availability and on-site support evenings and weekends. ● Travel between other school campuses is required. ● Temporary office location TBD while building is being constructed. ● Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. ● Will provide oversight of many construction-related elements during the first year on job.
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Additional Requirements:

1. Follow all rules, policies and procedures of Pine Springs Preparatory Academy, along with state and federal regulations pertaining to all school issues.
2. Knowledge of NC high school graduation and academic standards and rules.
3. Lead in planning, developing, coordinating and evaluating the operations of the Upper School. Conceptualize the broad goals and vision of the school and plan accordingly to

ensure that procedures and schedules are implemented to carry out the total school program.

4. Identify annual objectives for the instructional, extra-curricular and athletic programs of the school. Involve the faculty and others in the development of specific curricular objectives to meet the needs of the school program in alignment with state requirements.
5. Maintain up-to-date student performance data to evaluate student progress in the instructional program. Supervise and appraise the performance of the school staff in accordance with state and local requirements.
6. Maintain inter-school communications and seek assistance from administrative staff to improve performance; maintain good relationships with students, staff and parents; comply with established lines of authority.
7. Create a collaborative work environment utilizing site-based management that promotes continuous improvement and emphasizes a sense of community.
8. Provide structures for the development of an effective professional learning community aligned with the school improvement plan, focused on results.
9. Perform other duties and responsibilities as requested by the Head of School.