



Principal

STATUS: Full-time, Year Round, Exempt

SALARY: Base salary \$70,000 plus benefits, higher based on experience and qualifications

LOCATION: Milwaukee, WI

REPORTS TO: Director of School Support

[TransCenter for Youth \(TCY\)](#) has over 50 years of non-profit experience working with Milwaukee youth. We advance educational equity in Milwaukee by operating and supporting small, student-centered high schools and innovative youth programs that move beyond one-size-fits-all models. Our programs empower youth to become agents of change in their lives and communities. TCY operates four high schools: Shalom, NOVA, and El Puente are private schools participating in the Milwaukee Parental Choice Program, with El Puente additionally participating in the Special Needs Scholarship Program. Escuela Verde serves as an independent public school district chartered through the City of Milwaukee.

Summary

Co-Directors work directly with the Director of School Support and administer the operations to staff of the agency in a manner effective in stimulating and maintaining delivery of services. Assists staff with discipline, coordinates new-student services and develops and monitors emergency procedures. Helps students resolve issues affecting attendance, academic performance and social adjustment and provides interventions for students. Co-Directors coordinate the planning and development of career and college programs and coordinate the school's day-to-day activities and curriculum development, instruction, and student assessment.

Core Attributes

Commitment to Justice and Equity: Recognizes the role of race, gender, other identities and socio-economic conditions in shaping disparities and disposition, is driven to improve conditions, and proactively learns about race, equity, and identity.

Results-Orientation: A proven track record of achievement and producing results (rather than getting immersed in process), perseveres despite obstacles. Solution oriented vs. stuck on obstacles.

Communication and People Skills: Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to deal with sensitive and confidential information.

Technology Driven: Must be able to navigate different technology platforms, including SIS (JMC and IC), Edgenuity, Xello, Google Education Suite, and Microsoft Office Suite.

Approved March 2026

Essential Duties and Responsibilities

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as leadership may deem necessary from time to time.

Program

- Plans, develops, and administers programs consistent with student needs.
- Evaluates the effectiveness of programs in meeting student and program needs and recommends or initiates program changes.
- Provides technical assistance in program development, long-term planning and program evaluation.

Staff

- Recruits, and screens qualified staff.
- Orients new staff and provides for in-service training for all staff.
- Implements a staff accountability system to systematically and regularly evaluate staff performance.
- Ensures the implementation of personnel policies and practices.
- Plans, conducts and attends meetings with teachers and other staff.

Budget

- Develops and coordinates budget with advisement from Executive Director.
- Administers the budget, exercising necessary control to assure operations which are consistent with the approved budget and fiscal policies.

Student Services

- Defines a career program and maintains resources for students.
- Writes grants for the school.
- Coordinates student orientation activities and assists students in adjusting to a new school.
- Consults with staff about the needs of individual students and assists them with strategies.
- Coordinates and implements the student-mentoring program.
- Develops a process for dealing with discipline issues in the school so that teachers and staff understand procedures and responsibilities.
- Manages discipline and other referrals from teachers.
- Works with parents on student discipline.
- Responds to and resolves complaints and grievances of students, staff and parents.
- Manages and oversees the student expulsion process.
- Provides assistance to students and families.
- Make home visits when necessary.
- Provides staff with in-service on legal issues surrounding student welfare.
- Assists teachers with interventions to improve student attendance and behavior.

Education Program

- Develops a plan to systematically develop and review curriculum with the input of the staff.
- Implements a process so that innovative ideas can be instituted into the program.
- Maintains current knowledge about new ideas in alternative education and curriculum, instruction and assessment.
- Supervises audits on transcripts and class selections so students meet requirements for graduation.
- Builds and implements a Master Schedule.
- Oversees School Improvement Plan.

Management

- Develops, reviews and implements a crisis intervention plan for the school.
- Develops and monitors all emergency procedures.
- Supervise maintenance of student records -- attendance, academic and other.
- Attends and participates in TCY Directors and key stakeholder meetings to drive strategic alignment and organizational objectives.
- Manages field trips, out-of-state trips, and related transportation requests.
- Creates and operates a parent-advisory board.
- Assessment coordinator.

Building

- Manages the daily operations of the building.
- Communicates with landlords' concerns and questions.
- Tracks maintenance issues.
- Schedules necessary maintenance.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Masters Degree, PHD preferred
- Three years of teaching experience
- Licensure (or eligibility for such licensure) in the appropriate certification area; ability to obtain within one year, or will consider license with stipulations/enrolled in certification program

Language Skills

Ability to speak effectively to other employees of the organization.

Mathematical Skills

Ability to calculate figures and amounts such as overtime, time report calculations, and percentages.

Reasoning Ability

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or touch objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach above shoulders. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Equal Employment Opportunity

TransCenter for Youth is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training, and other personnel actions involving persons in all job titles and shall occur without regard to race, color, creed, religion, sex, marital status, pregnancy (including childbirth and related conditions), age, ancestry, national origin, disability, genetic information, veteran or military status, sexual orientation, gender identity, arrest and conviction records, the use or nonuse of lawful products off the employers' premises during nonwork hours, declining to attend meetings or participate in communications about religious or political matters, or any other characteristic protected by law.