



Job title	<i>Assistant Principal</i>
Reports to	<i>Principal</i>
Status	<i>12-Month Position</i>
Revised	<i>May 2019</i>

Job purpose

The Assistant Principal is responsible for supporting the Principal in coaching, developing, and evaluating FLI's teachers to be the most effective instructors possible in supporting student achievement. The Assistant Principal is responsible for supporting the Principal in establishing and maintaining high standards for the school, both in terms of schoolwide academics and school climate.

Primary duties and responsibilities

TEACHER DEVELOPMENT AND EVALUATION

- Observe teachers weekly to gather data on student learning and teacher proficiency to diagnose teachers' strengths and development areas, constantly and determine strategies for improving their practice and improving student learning
- Conduct formal observations of teachers at the direction of the Principal
- Design and oversee the implementation of weekly PLC meetings with teachers across K-8, including the direct supervision of the Teacher Development Facilitators
- Manage important school partnerships, including professional development-focused partners as well as student-focused partners at the direction of the Principal
- Design and deliver Professional Development to staff as needed
- Support the informal teacher observation and coaching process with external partners as well as internal resources
- Support teachers to build rigorous, nurturing classroom communities and management techniques that maintain FLI's high academic expectations for students
- Work with staff to correspond regularly with families regarding school policies, trips, events, and milestones
- Work with staff to plan, coordinate, and support family meetings and special events

CURRICULUM AND DATA SUPPORT

- Establish and maintain an organized library of both core and supplemental Math curricula available to all instructional staff
- Determine the need for curricular materials, assessment materials, and instructional resources assist in ordering the materials
- Responsible for overview of curriculum maps, unit plans, lesson plans, and weekly tracking of assessments and/or grades
- Support teachers in the creation of rigorous assessments
- Use data systems to organize and analyze student achievement data ensure the validity and reliability of student data by attending to the rigor and alignment of assessments
- Use data to inform decision making, to develop and modify curriculum, and to develop targeted and differentiated instruction
- Provide a wide variety of learning opportunities for teachers focused on analyzing student work, effective planning, targeted and differentiated instruction, as well as high expectations for classroom culture and behavior
- Meet with teachers regularly to discuss data trends problem solve with teachers to prioritize the teacher actions that will most impact student performance
- Ensure that all teachers are equipped with and held accountable to following comprehensive schoolwide curricula



FUTURE LEADERS INSTITUTE CHARTER SCHOOL

- Support the Principal in designing and implementing a successful school-wide assessment and data analysis program
- Directly prepare reports or presentations for the Leadership Team, full staff, Board of Trustees, Attendance Team, and other stakeholders of relevant school performance data to drive improvement, including written analysis and clear visualization of quantifiable data, as directed by the Principal

ORGANIZATIONAL LEADERSHIP AND SUPPORT

- Assist with the creation, completion and presentation of reports for the Board and charter authorizer
- Directly oversee the smooth implementation of all State Testing (including the ELA, Math, and Science State Tests) at the school with full compliance with all applicable regulations
- Serve on School Leadership Team and attend Board Meetings
- Support the bi-weekly reports and report cards review and distribution process as directed
- Support the planning and execution of Saturday and Summer Academies in conjunction with the Principal
- Support the creation and maintenance of master schedule for the school
- Support other student events and activities
- Support the staff recruitment and onboarding process
- Support the student recruitment process
- Support the Principal in ensuring that FLI remains in compliance with academic and special education requirements
- Support the Principal in promoting and maintaining a positive organizational culture across all sectors of FLI
- Communicate and enforce the expectations set by the Principal for all teachers, staff, students, and families regarding all of FLI's procedures, policies, and expectations
- Create reports or draft communications to staff or families for the Principal
- Reflect critically upon instructional leadership experience, identify areas for further professional development as part of a professional development plan that is linked to school goals, access meaningful learning experiences, and listen thoughtfully to other viewpoints and respond constructively to suggestions and criticisms
- Other duties as assigned by the Principal

Qualifications

- Completion of a School Building Leaders licensure program by December 2019
- Minimum of two (2) years' experience as an educational administrator
- Significant teaching experience
- Proactive, problem-solving mindset
- Exceptional interpersonal skills and ability to connect with families, students, and staff from diverse backgrounds
- Conflict mediation and resolution skills
- Ability to prioritize competing interests, consistently meet deadlines and perform well under pressure
- Excellent verbal and writing skills, ability to produce professional verbal and written reports that effectively communicate ideas using appropriate words, correct grammar, punctuation, spelling and effectively integrating qualitative and visual information
- Technological proficiency with Microsoft Office (with a strong emphasis on Excel) with foundational understanding of database programs such as Kickboard and SharePoint, and ATS, and capacity to ensure proper maintenance of data records and certain development files
- Ability to handle multiple projects simultaneously, ability to shift quickly between tasks without loss of continuity
- Strong background in curriculum and instruction across grades K-8
- Ability to collaborate with others