

Position Opening FOUNDING HIGH SCHOOL PRINCIPAL

ORGANIZATION E.L. Haynes Public Charter School

TITLE Founding High School Principal

LOCATION Washington, DC

REPORTING TO Chief Academic Officer

OPPORTUNITY E.L. Haynes Public Charter School seeks an exceptional Founding Principal to launch and lead its new high school. The Principal will have a year of planning with full support of the E.L. Haynes leadership team to prepare for the new high school's opening. This individual will drive the vision for the high school, design an enhanced science, technology, engineering, and mathematics (STEM) curriculum, and hire a talented teaching staff. When the high school opens in Fall 2011, the Principal will serve as the instructional leader for ninth grade, accountable for ensuring that all students reach high levels of academic success. Each year another grade will be added, with the Principal overseeing ninth through twelfth grades by Fall 2014. In this role, the Principal will be responsible for curriculum, instruction, professional development, budget, enrollment, culture, discipline, and accountability measures for the high school program. This person will also drive seamless and effective integration of technology into the classroom. The High School Principal reports to the Chief Academic Officer and works closely with the Elementary and Middle School Principals to provide consistent, effective school leadership.

Job responsibilities include:

Teaching and Learning

- ▶ Oversees and supports effective and consistent teaching practices.
- ▶ Supports individual teachers in improving instruction and reaching personal goals.
- ▶ Leads the execution of the school's Instructional Strategic Plan.
- ▶ Plans and facilitates biweekly Instructional Leadership Team meetings.
- ▶ Oversees the Assistant Principal/New Leaders for New Schools Fellow.
- ▶ Works with the Chief Academic Officer to organize and analyze data.
- ▶ Supports teachers in administering assessments and collecting data.
- ▶ Diagnoses and monitors student learning, instruction, and curriculum by using data.
- ▶ Provides teachers with analysis of data and identified needs.
- ▶ Collects assessment data identified in the school's accountability plan.
- ▶ Communicates with parents about the instructional program at E.L. Haynes.
- ▶ Communicates frequently with Specials teachers and supports the implementation of a comprehensive arts, language, and health/fitness program.

School Culture

- ▶ Communicates the school's vision and builds teams to support the mission, vision and values.
- ▶ Motivates adults to embrace the belief that all students can learn at high levels and accepts responsibility for meeting student achievement goals.
- ▶ Leads the development and revision of the school's social curriculum.
- ▶ Monitors and supports the use of the school's social curriculum school-wide, including proactive and reactive discipline.
- ▶ Fosters student leadership, efficacy and stewardship.
- ▶ Is accessible to students and parents.
- ▶ Engages families and community in the life of the school through work with School Parent Team Committees to provide necessary information, ensure representation, and define scope of work.

Aligned Staff

- ▶ Works with Head of School and Chief Academic Officer to develop annual strategic staffing plan aligned with Instructional Strategic Plan.
- ▶ Recruits, selects and evaluates high quality staff.
- ▶ Creates and maintains job descriptions for instructional positions.
- ▶ Plans and leads weekly Professional Development aligned with school goals.
- ▶ Plans summer training and training/orientation for new staff.
- ▶ Develops the Instructional Strategic Plan to align with staff efforts at driving gains in student achievement.
- ▶ Facilitates setting of school-wide and class achievement specific, measurable, achievable, result-oriented, and timely (SMART) goals.
- ▶ Leads the Professional Growth Plan Cycle for the campus.
- ▶ Meets with teachers about individual professional development goals.
- ▶ Seeks professional development opportunities for individuals and entire staff to support goals.
- ▶ Arranges school visits and supports peer observation and critique.
- ▶ Builds and develops a high functioning Instructional Leadership Team.
- ▶ Builds and develops a high functioning Coaches Team.
- ▶ Prepares weekly or bi-weekly staff notes to provide on-going communication with teachers.
- ▶ Revises staff handbook as needed.

Systems and Operations

- ▶ Manages the day-to-day operations of the campus.
- ▶ Develops the school calendar with Chief Academic Officer.
- ▶ Develops the weekly schedule for all grade levels and subject areas.
- ▶ Develops inclusion schedule with Director of Student Support Services.
- ▶ Attends Board meetings.
- ▶ Prepares reports and updates for the Board, including keeping the Board apprised of staffing changes and school issues.
- ▶ Works with Board on human resources issues, including salary and benefits.
- ▶ Helps recruit and hire outstanding teachers.
- ▶ Maintains personnel files.
- ▶ Monitors teacher certification and qualifications.
- ▶ Works with Chief Academic Officer to draft the budget.
- ▶ Surveys instructional staff annually on budget needs.
- ▶ Prepares detailed budgets for line items.
- ▶ Works within budget categories.

Personal Leadership

- ▶ Models the behaviors of effective leadership: goal-oriented, facilitative, resilient, adaptive, belief-based action, culturally competent.
- ▶ Demonstrates self-awareness and commitment to ongoing learning.
- ▶ Uses effective interpersonal skills to build trust.
- ▶ Sets ambitious targets and maintains a relentless focus to achieve school goals.
- ▶ Takes personal responsibility for student achievement and success.

MISSION AND BACKGROUND

EL Haynes' mission is to ensure that "every student of every race, socioeconomic status, and home language will reach high levels of academic achievement and be prepared to succeed at the college of his or her choice. Every E.L. Haynes student will be adept at mathematical reasoning, will use scientific methods effectively to frame and solve problems, and will develop the lifelong skills needed to be successful individuals, active community members, and responsible citizens." Established in 2004, E.L. Haynes is the highest performing charter elementary school in Washington DC, based on 2009 DC CAS scores. Further, E.L. Haynes impacts education reform nationally by modeling effective practices, training exceptional future educators, and shaping smart education policy.

In 2009-2010, E.L. Haynes serves 460 students in grades Pre-K through 7 and will grow, adding a grade each year, until it serves students in grades Pre-K through 12. The school is the first year-round public school in Washington, DC and is named for Dr. Euphemia Lofton Haynes, the first African-American woman to receive a doctorate in mathematics, a teacher in the District of Columbia's school system for 47 years, and the first woman to serve as President of the District of Columbia Board of Education. In April 2008, E.L. Haynes was chosen from DC's 56 charter schools as the winner of Fight for Children's first-ever Quality Schools Initiative Award. In both 2008 and 2009, E.L. Haynes was named a Silver Award winning school in through New Leaders for New Schools' Effective Practice grant program, ranking as a top school among a consortium of 150 charter schools nationwide.

CANDIDATE QUALIFICATIONS

- ▶ Proven success as instructional leader in urban education
- ▶ Commitment to E.L. Haynes' mission, vision, and values
- ▶ Strong ability to effectively lead adults
- ▶ Propensity for collaboration and building teams
- ▶ Experience with curriculum development and assessment
- ▶ Passion for using data to drive student achievement
- ▶ Deep appreciation for or facility with science, technology, engineering, and math
- ▶ Talent for seamlessly integrating technology into classroom
- ▶ An entrepreneurial spirit
- ▶ Exceptional interpersonal skills
- ▶ Excellent oral and written communication skills
- ▶ Flexibility in a fast-paced, dynamic environment
- ▶ Capacity to prioritize issues and manage details efficiently
- ▶ Cultural literacy and aptitude for working with people from variety of backgrounds
- ▶ Spanish speakers and persons of color strongly encouraged to apply

COMPENSATION

Compensation will be commensurate with experience and includes comprehensive benefits.

CONTACT

To apply, please email a cover letter and resume with subject title "High School Principal Application" to Laura Onelio at lonelio@elhaynes.org. E.L. Haynes is an equal opportunity employer.