



**Clay Hill Public Charter School
Founding Principal
Job Description**

The mission of Clay Hill Public Charter School, Inc. is to provide a community-centered learning environment that values diversity and embraces a whole child approach to develop well-educated citizens.

The Vision of Clay Hill Public Charter School, Inc. is to produce life-long learners, healthy families, and strong neighborhoods.

Clay Hill Public Charter School is a community-founded school driven to academic excellence and devoted to a whole child philosophy in a diverse setting. We believe in ...

- Challenging every child academically using interdisciplinary, thematic, hands-on instruction that fosters creativity, critical thinking and a life-long love of learning.
- Developing character in our young people by cultivating civility, perseverance, resilience and shared responsibility.
- Partnering with our broader community to support student success, healthy families and strong neighborhoods.

At Clay Hill Public Charter School, it is our privilege to serve a diverse community and our responsibility to foster inclusivity. We assert these values as the foundation for nurturing all of our students, realizing our mission and preparing our students for success in a global society.

We are committed to including individuals with diverse perspectives and experiences in our decision-making processes because it is integral to achieving academic excellence, challenging inequity and combating biases. We place a special importance on recruiting, hiring and retaining staff who share similar racial or ethnic backgrounds or life experiences as our students. We are dedicated to ensuring diversity in our curriculum and in our learning spaces and operations to promote tolerance, civility, and diverse world views for our community.

ROLE

The Founding Principal must be a visionary instructional leader and must embrace and champion the mission and vision of Clay Hill Public Charter School. In addition to setting instructional direction, developing and managing the school's academic program, and supporting and inspiring instructional staff, the Founding Principal will hold primary responsibility for ensuring high academic achievement and improvement by all students.

This is an extraordinary opportunity to join a passionate community serving children in Baltimore City at a unique time in our development, with meaningful opportunities to grow along with our organization.

COMPETENCIES:

Demonstrate knowledge of:

- Applying an equity lens to all aspects of an academic program
- Progressive and innovative educational practices including Arts Integration, Character Education, and Interdisciplinary instruction
- Common Core State Standards and curriculum development including Understanding By Design
- Assessments and data systems, including management and analysis of diagnostics, formative, and state-mandated
- Developmentally appropriate and responsive learning environments
- Impact of trauma, poverty and current events on students' development
- Proactive practices to support students in developing self-regulation and contributing to the community

Demonstrate ability to:

- Develop strong relationships among various stakeholders through active listening and collaboration
- Effectively communicate orally and in writing
- Manage multiple tasks simultaneously while prioritizing projects and assignments
- Work under pressure while maintaining a positive and calm disposition and outlook
- Take initiative and work independently
- Be flexible and adjust to changing priorities and schedules
- Serve with a high level of commitment and reliability

QUALIFICATIONS:

- A Master's degree in an education-related field from an accredited college or university with an Administrative license in the State of Maryland
- Three to five years of experience working in a leadership role in a culturally and linguistically diverse school environment
- Experience implementing high academic standards and a whole child approach
- Experience coaching and managing teachers, including providing performance evaluations
- Proficiency with productivity suite of programs (Microsoft Office, Google products, etc), data analysis and data management systems

RESPONSIBILITIES: Duties may include but are not limited to:

- Ensure a safe and supportive mission-centered learning environment that fosters joyful engagement and inclusivity, through solution-focused leadership
- Assist teachers in further developing curriculum as a team that supports improved planning, consistent implementation, maximized engagement, and learning across levels
- Support teacher-centered professional development to promote teacher growth, build capacity, improve instruction and enhance student learning
- Assist with managing and analyzing student data systems to improve outcomes and decrease gaps
- Implement practices, based on data, to address student achievement related to state assessments
- Implement, support and monitor teaching and learning practices that align with the CHPCS philosophy through collaborative planning, classroom walkthroughs and frequent, meaningful feedback
- Support a school culture of high expectations and ample support for all students and staff, including the coordination with all partner organizations
- Work to create and strengthen partnerships with local, regional and national organizations (such as OrchKids and Audubon) to provide curricular, extracurricular and enrichment opportunities for students, families and staff
- Build trusting relationships with students, families and staff and foster open communication
- Work collaboratively with parents, staff and students in the process of decision-making, discipline and addressing school issues
- Ensure safety procedures are followed, including arrival and dismissal, recess structure and supervision, and adequate daily classroom coverage
- Respond to parent concerns in a timely manner
- Ensure student/staff compliance with policies and procedures and local, state, and federal regulations
- Participate in local school meetings and in local, state and national conferences on education
- Become familiar with the Baltimore City Teachers Union rules, issues and policies
- Perform related work as required

HOURS, COMPENSATION AND BENEFITS

This is a full-time exempt 12-month position. A competitive compensation and benefits package, commensurate with qualifications and experience, will be provided to the successful candidate.

Qualified candidates for the above position must submit the following:

- Resume and cover letter that demonstrate the above minimum requirements
- All official transcripts and/or certificates that reflect the minimum requirements
- Names and contact information of three professional references

Submit to: jobs@pppcs.org

Application Deadline: October 15, 2019