



## **ASSISTANT PRINCIPAL**

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### **DESCRIPTION OF POSITION**

Under the direction of the site principal, this position is responsible for co-managing all operational functions of an assigned school site including but not limited to; monitoring and guiding educational programs, office administration, budget governance, community relations, personnel and facilities in accordance with The Foundation for Hispanic Education standards. The Assistant Principal position will include instructional coaching, curriculum mapping, development of school-wide assessments, professional development planning and other leadership tasks. This role assumes full responsibility for school operations in the absence of the principal. The Assistant Principal is critical in supporting the mission and values of The Foundation for Hispanic Education Charter Schools.

### **DUTIES AND RESPONSIBILITIES**

#### **Leadership & Administration**

- Fosters a community of collective responsibility; promotes a collaborative culture among teachers, administrators, and other school leaders to ensure improvement in instruction and student learning.
- Understands the impact that families, cultures, and communities have on student learning, and promotes effective interactions among teachers, families, students, staff and the larger community
- Works collaboratively with principal and human resources department on related matters including recruitment activities, evaluation, discipline, performance management and other matters as deemed appropriate.
- Leads projects as discussed with principal including; long-term strategic planning, process and operational improvement, cycle of inquiry-driven instructional improvements, charter renewal, WASC, or any other projects required.
- Support principal in managing fiscal resources at school site and/or manage specified grant or categorical funds, as needed.

#### **Classroom Management & Instructions**

- Assists principal in supervision of classified personnel, professional development and coaching
- Identifies, develops, facilitates and promotes professional development opportunities that are aligned with school improvement goals.
- Maintains curriculum standards through sound leadership practices that can be demonstrated through coaching, modeling and instruction for teaching staff
- Serves as mentor, coach and content facilitator by supporting teachers' professional growth; provides constructive feedback to strengthen teaching practice, and improve student learning.
- Advances instructional strategies in the classroom that ensure individual student learning needs remain the central focus of instruction.
- Models effective instruction; assists in strengthening lesson plans/units and provides guidance on curriculum alignment; maintains current knowledge of available instructional materials.
- Assists Principal in the development and implementation of a comprehensive school assessment plan
- Assists Principal in the use of assessment and data; develops formative and summative assessments that are aligned with Common Core state standards.
- Works with Foundation's Director of Data and Information Systems to assist director in facilitating the collection, analysis, and use of classroom and school based data to identify opportunities to improve curriculum, instruction, assessment, school organization and school culture.
- Keeps abreast of the latest research about teaching effectiveness and student learning, and assists director in implementing best practices where appropriate.

## **Student Safety**

- Demonstrates and promotes punctuality and community responsibility.
- Demonstrates an awareness of the socio-economic and ethnic background of the school's parent and student community; as well as student's social, psychological, emotional academic needs
- Has knowledge of the functions of the various community agencies including referral services and refers students and/or families when necessary.
- Manages emergency issues in alignment with The Foundation for Hispanic Education practices while ensuring the learning environment is positive and productive
- Participates and trains staff on safety drills, emergency plans, and policy development related to safety.
- Investigate complaints and in collaboration with principal determine appropriate remedies.

## **OTHER FUNCTIONS:**

- Demonstrate knowledge of, and support, The Foundation for Hispanic Education mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.
- Keeps informed of social, political and economic developments at the local and state level.
- Demonstrate flexibility and ability to adhere to a growing and changing environment
- Other duties as assigned by the site Principal

**THIS POSITION REPORTS TO:** Site Principal

## **QUALITIES, SKILLS, KNOWLEDGE/ABILITIES REQUIRED:**

The core competencies required for this position include the following: attention to detail; organization, coordination, planning; clear and timely written and verbal communication; proactivity; proven ability to develop people; teamwork, persuasion, transparency, enthusiasm and approachability.

- Basic knowledge of Charter School regulations and policies
- Demonstrate a high level of professionalism and ability to maintain confidentiality
- Mission-driven, innovative, collaborative, disciplined thinker, structured and responsible
- Strong interpersonal, organizational and analytical thinking skills
- Ability to work in successful way with school leaders, teachers, parents, students, external funders, service providers, etc.
- Ability to manage multiple critical deadlines and projects
- Ability to work independently, exercise good judgment and prioritize tasks
- Knowledge of applicable laws, Education code, regulations that govern educational practices.
- Experience with instructional leadership, including demonstrated knowledge of curriculum, training design, assessment, and developing teachers.

## **EDUCATION, EXPERIENCE & OTHER REQUIREMENTS**

- Bachelor's Degree is required
- MA/MS Preferred
- Valid, secondary teaching credential & Preliminary Administrative Services credential
- Bilingual in Spanish preferred
- 3-5 year teaching experience
- TB clearance and DOJ fingerprinting

## **SCHEDULE AND CLASSIFICATION**

- Exempt
- Work year: 221 days
- Supervisory role
- Compensation: \$94,000-\$110,000



## **APPLICATION PROCESS:**

Please submit your resume, cover letter, and three (3) letters of recommendation. A selection committee will review your submission; successful candidates will receive a phone call and/or an invitation to an in-person interview. Following a job offer, you will be required to submit the additional: Fingerprint clearance, and TB screening test results.

The physical demands, work environment factors, and mental functions described below 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.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, or feel. The employee frequently is required to talk or hear. The employee must occasionally lift and/or move up to 50 pounds. There are no special vision abilities required for this job.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to use interpersonal skills. Frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate and negotiate. Occasionally required to copy and compile.

## **REASONABLE ACCOMMODATIONS**

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Foundation will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to the Foundation. An applicant or employee for this position who believes he or she requires an accommodation in order to perform the essential functions of the job should contact the Site Principal or Chief, Human Resources and request such an accommodation, specifying what accommodation he or she needs to perform the job. The Foundation will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Foundation for Hispanic Education (TFHE) is an Equal Opportunity Employer. It is the policy and practice of TFHE to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. TFHE ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap. Any individual needing assistance in making an application for opening should contact the Chief for Human Resources at [sjewett@tfhe.org](mailto:sjewett@tfhe.org).