



The award-winning Foundation for Hispanic Education (TFHE) seeks a progressive and strong educational leader committed to eliminating the achievement gap for underserved learners. TFHE serves students, largely from east San Jose, at three comprehensive high schools. It was founded in 1981 and continues its mission to identify, understand, and address the Latino education achievement gap through innovation and collaboration.

HIGH SCHOOL PRINCIPAL AT ROBERTO CRUZ LEADERSHIP ACADEMY

POSITION PURPOSE

TFHE is seeking an experienced, student-centered educational leader for the position of High School Principal at Roberto Cruz Leadership Academy (RCLA). RCLA enjoys serving about 300-400 students, who are primarily English language learners.

RCLA is committed to providing a rigorous academic curriculum that instills a lifelong passion for learning and equips students with the skills for social and academic success at four-year colleges, universities, and local community colleges. In fact, nearly 80% of our first graduating classes are accepted to 4-year universities, and nearly 100% of received high school diplomas.

Through leadership, excellence, responsibility, and resilience, we have no doubt that our graduates will make a positive impact on the East San Jose community and beyond.

PRIMARY RESPONSIBILITIES INCLUDE:

The primary responsibilities of this position are as follows:

- Instructional Leader
- Supervise the school's educational program
- Supervise and evaluate all certificated, classified, and administrative staff
- Promote and align the school mission, within the school and greater community
- Promote a college and career going culture
- Oversee, implement, and manage a process for analyzing data to increase student achievement and data-driven classroom instruction
- Develop orientation, in-service, collaboration, and professional training for school staff
- Align school budgets to student achievement
- All other duties as assigned

MINIMUM QUALIFICATIONS:

The principal is expected to reflect the mission and organizational values of The Foundation for Hispanic Education which is focused on providing high-quality education to the students our schools serve.

- MA degree and Administrative credential
- 3+ years teaching at the secondary level
- 3+ years of administrative experience

- Bilingual
- Strong communication skills in both English and Spanish
- Understanding of public charter management
- A mission-driven, innovative, collaborative, and disciplined thinker
- Ability to work effectively with all stakeholders

Compensation

Negotiable/Competitive

Benefits

Medical, Dental, Vision, Short/long term disability, life insurance, and CalSTRS.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to perform the essential functions of this job successfully. 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 frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff, and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. The ability to withstand the long-term use of video display terminals is required.

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.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff, and the public.



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 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 an opening should contact the Chief Human Resources at sjewett@tfhe.org.