NEW Academy Charter Schools
Elementary Charter School

A Place of Possibility • Un lugar de posibilidad

The mission of N.E.W. Academy Charter School is to create an exciting, standards-driven learning environment where students use their talents to contribute positively to the community.

Assistant Principal

Under the supervision of the School Principal, the Assistant Principal assists the Principal as the educational leader, instructional leader, and facilitator of various school programs. Must be able to assist, develop, monitor, supervise, implement, evaluate, direct, organize, assess, and modify instructional programs based on data driven decisions and team collaboration. Candidates must have a strong background in Participatory/Collaborative Management to help lead an innovative Art and Science school into the 21st century.

Essential Duties:

- Must demonstrate his/her ability as the lead learner:
  - A) Knowledge of the students and their families, including their background and culture.
  - B) Knowledge of the local community in which the students and their families live and work.
  - C) Knowledge, understanding and experience in constructivist education.
- Promotes a collaborative team culture among all staff with the focus of accomplishing the mission and vision of the school.
- Assists the Principal in serving as an educational leader of the school by initiating proposals, expanding opportunities for the school to accomplish its goals and strengthening the work towards high California Common Core State Standards.
- Conducts and organizes yearly program evaluation by managing the process of analyzing assessment data to improve student achievement in meeting the California State Standards and the school goals and measurable outcomes.
- Assists with the supervision and evaluation of all assigned staff (certificated and classified).
- Assists with the development of data systems for tracking student assessment and achievement for all subgroups.
- Assists with ensuring timely reporting to the charter authorizer of necessary reports and documents as specified in the charter.
- Serves as Section 504 Coordinator and Student Study Team Coordinator.
- Serves as the Special Education Liaison to the District for purpose of collaboration; improve communication and servicing regarding students with special needs.
- Assists with the implementation of Tier I – III behavioral structures, interventions, and SST process.
- Assists, prepares and submits Proposition 39 facility request annually, if needed.
- Assists with all staffing, curricular development and development of the dual immersion program and language academy.
- Assists in preparing and conducting charter renewals.
- Facilitates parent advocacy, involvement and educational opportunities.
- Assists in the development and implementation of Board policies.
- Carry out mission, vision, and values established by NEW Academy Charter School and board of directors.
- Participate in the overall agency accreditation /charter approval/ continuous quality improvement processes.
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Education/Experience:

- M.A. in Education from an accredited university or M.A. in process
- Must have a valid CA Administrative Services Credential
- Bilingual preferred in English and Spanish
- BCLAD credential preferred (Spanish Authorization)

Special Skills/Knowledge/Abilities:

- Must possess an excellent disposition and interest in working in a team environment
- Experience and commitment to working collaboratively with staff, parents, and the community
- Proven success in working with parents, teachers, and students to achieve educational equity in low-income, minority communities
- Ability to prioritize and complete multiple tasks in a high demanding schedule
- Effectively respond to issues related to education of children in a low-income community
- Demonstrate accurate judgment in the day-to-day operation of a TK-5 School
- Initiate and develop relationships with Community Based Organizations and Latino communities
- Ability to manage charter school staff and the day-to-day operations of a TK-5 charter school
- Experience in development of a California State Common Core Standards Based TK-5 curriculum in the areas of Language Arts, Math, ELD, Social Studies, Next Generation Science Standards, Art, and PE.
- Effectively advocate for and develop, manage, monitor, and supervise all ELD Programs and the needs of low-income bilingual students
- Experience and knowledge of State and Federal funding, programs, filing and reporting procedures
- Demonstrate evidence of effective communication skills and lead with heart
- Be computer literate
- Ability to initiate and implement technology based instruction and staff development
- Represent NEW Academy Charter Schools in handling routine inquiries and requests, and related committees, meetings, etc
- Interact with other charter school, city and county departments, educational agencies, and other NEW Academy Charter schools as needed
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Special Requirements:

- Must have reliable automobile for use on the job (mileage to be reimbursed). Valid Class C driver’s license, transportation and state required automobile insurance coverage.
- Must fulfill California Education Code Section 44237, which requires fingerprints to be obtained on each new employee in order to obtain a criminal record summary from the Department of Justice.
- T.B. clearance, to be renewed every four years.

Salary Rate: Contracted position; starting salary range $80,000.00 - $98,000.00

Status: Exempt/Full-time 12 month employee

Location: 379 Loma Drive, Los Angeles, CA 90017
           21425 Cohasset Street, Canoga Park. CA 91303

Benefits: N.E.W. Academy offers an excellent benefit package.

How to apply: Please apply on edjoin.org