



## ENVIRONMENTAL CHARTER SCHOOLS

**JOB TITLE:** MIDDLE SCHOOL ASSISTANT PRINCIPAL

**JOB CATEGORY:** EXEMPT

**LOCATION:** ECMSG (GARDENA, CA)

**POSITION TYPE:** FULL-TIME

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Environmental Charter Schools is a growing network of free public schools in South Los Angeles that is graduating college-bound leaders who care about their communities.

ECS's vision is that our students are equipped with the knowledge and skills to graduate from college, inspired to discover their own sense of purpose, and empowered to become quality stewards of their communities.

ECS's mission is to create and deliver vibrant, innovative, interdisciplinary learning opportunities using the environment to engage students and connect them to the wider world.

ECS's Best Practices: 1. Small Learning Communities 2. Interdisciplinary Curriculum & Authentic Assessment 3. Relevant, Engaging Instruction 4. Environmental & Project-Based Learning 5. Collaboration with Partners

ECS Values: Family, Curiosity, Sustainability, Leadership, Accomplishment

### POSITION SUMMARY

#### The Assistant Principal

ECS is seeking an Assistant Principal for the Environmental Charter Middle School, Gardena. In the 2015-16 school year, ECMS-G will serve 360 students, more than 90% of whom are eligible for the federal free and reduced lunch program and most of whom will be the first in their families to graduate from college.

Our success is based upon years of refinement of our best practices. We lead environmental education field trips, create rigorous interdisciplinary curriculum, cultivate a close-knit, respectful community environment at our school, and strive to develop our students into leaders and effective citizens. Our students learn perspectives and think critically about challenging topics. Learning culminates in an interdisciplinary benchmark project and exam, created during several days of professional development meetings within cross-curricular grade level teams.

Learning doesn't stop with the students. The Assistant Principal is a site-level leader who challenges his/her community with rich data analysis, leads collaborative observations, supports unit design cycles, utilizes protocols like video tape and student work analysis to reflect and improve practice.



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The Assistant Principal reports directly to the ECMS Principal and collaborates with the ECS leadership team to insure the following:

### RESPONSIBILITIES

**LEADERSHIP & VISION: Supports the development, articulation, implementation, and stewardship of ECS' vision of learning that is shared and supported by the ECS community.**

The Assistant Principal supports the vision for the school and for ECS. He/she works collaboratively with the Principal and Leadership Team to implement the strategic direction for the organization and the site specifically. He/she will collaboratively review and analyze data as well as support and implement mission-aligned strategies to ensure success.

**CULTURE & PROFESSIONAL DEVELOPMENT: Advocates, nurtures, and sustains ECS' school culture and instructional program conducive to school learning and staff professional growth.**

At the heart of ECS' culture are our values, specific best practices and key strategies upon which our schools were founded and upon which we rest our success. ECS's professional development ensures the ECS culture, best practices, programs and strategies persist. They are captured in the WASC self-study to ensure common understanding and approval by our board and charter authorizer.

ECS hosts a three-week summer professional development program. As well, ECS has adopted several student-free days and late start days to support and reflect with teachers on their curricula, instructional and assessment strategies. ECS has a number of collaborative professional reflection and planning processes such as our interdisciplinary unit design cycle, instructional coaching cycle, data analysis protocols, and a teacher development and evaluation system to support continuous reflection and growth.

ECS also has unique school programs aligned to its vision including overnight environmental education field trips, Green Ambassadors, College Prep, and Interdisciplinary Benchmarks, Tribes Learning activities, Handwork, and Games & Movement.

The Assistant Principal helps the Principal provide an equitable learning environment for all students.

- He/she will manage special education, intervention and enrichment programming, English Learners support services, after-school programming, summer programming and other key cultural programs.
- Assistant Principal will work with the Principal to
  - implement the school-wide improvement plan including academic objectives and metrics
  - facilitate professional development programs aligned to school wide improvement plan, objectives and ECMS' mission.
  - Instructional support duties include New Teacher Summer Institute, Returning Teacher Summer PD program, Ongoing Professional Development, new teachers support programs, BTSA, coaching, supervision and evaluation.
  - Assistant Principal will support with implementation of state mandated standardized tests, NWEA, and site specific benchmark tools and collaborate



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with other leaders to collect and analyze data to drive instruction and school-wide improvement plan.

### **MANAGEMENT & OPERATIONS: Helps ensure the management of the organization, operations, and resources for a safe, efficient, and effective learning environment.**

At ECS, the Assistant Principal works with Principal to uphold state laws, contracts and policies. In addition to supporting the day-to-day operation of the school, he/she will collaborate closely with the school office, maintenance, facilities and food services. The ECMS Assistant Principal also must closely work with Principal on key budget drivers like enrollment and attendance, staffing and instructional programming needs. In addition to a variety of other responsibilities not listed, the Assistant Principal will support duties like testing program management, compliance monitoring and reporting, calendaring, scheduling, student discipline, and school safety plans as well as all other management and operations functions necessary to create a safe, efficient and effective learning environment.

Assistant Principal will:

- oversee the accurate reporting of attendance, including supplemental instructional hours,
- create and distribute the School Accountability Report Card (SARC),
- manage the school calendar
- ensure ECMS' compliance with state and federal reporting requirements;
- manage and oversee all assessments including, but not limited to, state mandated standardized tests (SBAC), NWEA, and site specific benchmark assessments;
- oversee ECMS' participation in CALPADS;
- assist the principal with coordination Western Association of Schools and Colleges (WASC) processes.

### **COMMUNITY & OUTREACH: Collaborates with families and community members, responds to diverse community interests and needs, and mobilizes community resources.**

The ECS Assistant Principal collaborates with stakeholders, communicates about school programs and supports the development of partnerships to best support and enhance ECS goals. Partnership is a foundational aspect of the student and faculty experience at ECMS. The Assistant Principal helps site-based personnel develop strategic partnerships for professional development for faculty/staff and student enrichment opportunities. In addition, the Assistant Principal encourages parent participation and leadership in all aspects of our school community. He/she works to engage parents several times a year to seek input on school-wide goals, plan community events, and support student success.

### **PROFESSIONAL LEADERSHIP: Models a personal code of ethics and develops professional leadership capacity.**

ECMS Principals and Assistant Principals must model the values of ECS. Therefore, he/she maintains ethical standards of professionalism. Diplomacy in managing the ECS mission is critical to success. The Assistant Principal must model reflective practice and collect, manage and utilize relevant data and research to support sound decisions aligned with the ECS



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mission, vision, and values when developing site specific school-wide action plan. Assistant Principal strives to strategically inspire others to higher levels of performance, commitment, innovation and motivation.

**BIG PICTURE THINKING: Understands, responds to and influences larger political, socio-economic, legal and cultural context.**

The ECMS Assistant Principal may engage the city, police, and other government agencies. He/She seeks opportunities to understand the larger role that charter schools play in public education and works to influence the larger picture by attending events, advocating, and interacting with key influencers and donors.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Master's degree required; administrative credential or other management experience preferred
- Teaching experience required
- School leadership and specifically charter school experience preferred
- Experience working with parents and schools in a similar school community
- Strong writing experience required

**HOW TO APPLY**

- Letter of interest
- Resume
- Three letters of reference

*ECS does not discriminate against individuals on the basis of age, actual or perceived race, actual or perceived gender, ethnicity, national origin, religion, disability, or sexual orientation. ECS complies with the Americans with Disabilities Act to ensure equal access to all qualified individuals with a disability.*