

Assistant Head of School, Charlotte Lab Middle School

Job Posting Date: April 18, 2019

Application Closing Date: May 2, 2019

Hours: Full-Time

Start Date: July 1, 2019

Contract End Date: June 30, 2020

Responsibilities:

As a key member of the school's leadership team, the Assistant Head of School drives the academic and wellness outcomes for students. We expect our Assistant School Leaders to lead both instruction and school culture and also develop leadership in the school's emerging leaders. At Charlotte Lab School, we believe that the Assistant Head of School is the Head of School's successor, and is thus being actively developed for school leadership as a successor or founding School Leader.

Responsibilities include:

- Model and support implementation of the Lab's vision, mission, and goals;
- Support development of Lab's school-wide vision and take an active role in investing and mobilizing teachers to achieve the collective goals of the organization;
- Own the implementation of select school priorities in support of the school-wide vision;
- With guidance from the Head of School and/or Executive Director, lead the planning and goal setting for the grades/departments that they manage and ensures alignment with school-wide goals;
- Contribute to school-wide planning and prioritize time to accomplish goals;
- Provide input into the school-based strategic planning and identify what the school's strategic plan means for their own leadership and people he/she manages;
- Develop emerging leaders with School Leader's guidance;
- Support the School Leader in identifying and developing teachers and leaders (Department Heads and/or Grade Level Chairs) through goal setting, coaching and providing feedback;
- Build own and direct reports' instructional knowledge of standards, content and instructional methods;
- Develop teachers to provide rigorous and high quality instruction and support School Leader in planning and implementing enabling systems;
- Lead data-driven instruction and monitor progress;
- Recommend to the School Leader what school-wide professional development will be the highest leverage in improving student results;
- Lead engaging, actionable, adult-learning workshops and hold staff accountable for implementation of the workshop practices;
- Model strong staff and student culture and manage school-wide culture systems;
- Collaborate with School Leader on hiring diverse, highly-effective teachers and school staff;
- Serve as an advisor to a small group of students; in this role, delivering a social-emotional skills curriculum, serving as advocate for advisees, and operating as liaison between their families and the school;
- Serve as or supervise Assessment Coordinator to develop an assessment calendar for 2019-2020 school year for MAP, EOGs, F&P, and other school-wide or grade level wide

assessments including practice EOGs and other benchmarks; Train instructional staff on assessment of MAP, use of MAP data, etc. and other strategies of data-driven instruction;

- Prioritize personal success and sustainability by engaging lifelines and renewing to get stronger;
- Fulfill all other duties & responsibilities as assigned by supervisor.

The Qualifications

- **Mission Alignment:** Demonstrated passion for Lab's vision, mission, and goals.
- **Strategic Leadership:** Ability to set direction for a team and motivate others to action. Demonstrated effectiveness in collaborating with others toward completion of a common goal.
- **Instructional Leadership:** Expertise in curriculum, including state and national standards for traditional and non-traditional metrics of student achievement and what is required of students' knowledge and skills to demonstrate mastery; able to translate student mastery requirements into instructional plans and strategies; Deep understanding of appropriate application and differentiation of high-leverage instructional strategies based on comprehension of adolescent development and pedagogy. Adept at data analysis; ability to extract meaningful insights across school-wide data.
- **Cultural Leadership:** Demonstrated ability to develop relationships with middle grades students, families, teachers and colleagues based on mutual respect, integrity and trust, in pursuit of school goals and vision. Demonstrated ability to create inclusive environments that honor and support a diversity of backgrounds and perspectives.
- **Human Resource Leadership:** Demonstrated experience leading adults. Ability to foster a culture of continuous growth and development that uses observation, feedback, data, and evaluation to improve school performance. Familiarity and experience with NC's formal teacher supervision process. Ability to guide faculty through cycles of goal-setting, feedback, observation, and reflection, and to integrate that process in the individual coaching and the design and delivery of whole staff professional development.
- **Managerial Leadership:** Demonstrated ability to ensure that necessary resources, including time, money, and personnel, are allocated to achieve the organization's goals for achievement and instruction. Ability to use resources in sound and ethical ways that are efficient and reflect responsible stewardship of public resources. Experience utilizing collaborative processes to strategically align resource allocation to support the school's vision and strategic plan.
- **External Development Leadership:** Ability to build community understanding of what is required to ensure that every student graduates from Lab prepared for postsecondary education and life in the 21st century. Demonstrated experience developing partnerships or collaborative endeavors. Familiarity with requirements related to federal, state, and district policies and mandates and demonstrated ability to establish systems to facilitate compliance.
- **Micro-political Leadership:** Understanding of the internal and external political systems and their potential impact on the school. Ability to survey and understand the diverse political, economic, and social aspects/ needs of groups in the community and of the community at large for effective and responsive decision making.
- **Academic Achievement Leadership:** Belief that all students, regardless of background, have the ability to achieve success and wellness in college and career; demonstrated commitment to Lab's unique community. Demonstrated student achievement results in own classroom and from grade level or content team(s) they managed. Demonstrated resilience and focus on student outcomes.

Candidate MUST:

- Demonstrate the qualities outlined above;

- Hold a Bachelor's degree from a four-year institution; Master's Degree preferred.
- Have a minimum of three to five years teaching experience, preferably in a school serving a diverse student population, with demonstrated exemplary student results.
- Have a minimum of two years experience leading a high performing team.
- Have experience working with middle school students with diverse backgrounds and needs;
- Have strong interpersonal and communication skills.

In addition, the Lab School Leadership Team will look favorably upon candidates who:

- Are fully licensed or willing to obtain North Carolina teacher licensure;
- Have teaching experience;
- Have training in Trauma-Informed and/or Restorative Discipline practices;
- Have previous experience working with diverse populations;
- Have previous experience working with Exceptional Children;
- Have an advanced degree in a related field;
- Are motivated to work in an open, progressive school environment;
- Are independent thinkers;
- Are reflective in their practices and have a growth mindset;
- Demonstrate flexibility and adaptability;
- Demonstrate innovation and creativity;
- Work comfortably with technology;
- Demonstrate unquestioned integrity and commitment to Lab's vision, mission, and growth;
- Demonstrate professional demeanor, strong self-confidence;
- Take initiative, are self-starters, and demonstrate leadership skills;
- Possess excellent verbal and written communication skills;
- Possess excellent interpersonal skills;
- Have experience with standards based grading;
- Demonstrate ability to work in a dynamic, fast paced environment both independently and as part of a team;
- Display strong judgment and decision-making skills;
- Are exceptionally organized, and have ability to prioritize effectively and meet competing deadlines;
- Have high energy, humility, and a good sense of humor;
- Demonstrate flexibility and ability to work in ambiguous situations;
- Have comfort with technology and are a quick learner of various computer applications;
- Have ability to build relationships and collaborate with others.

Salary & Benefits

Salary will be commensurate with experience and education level. The position includes health benefits for employee and the opportunity to contribute to a 403b retirement plan.

Application Process

Please visit www.charlottelabschool.org/lab-faculty/working-at-lab to complete an application. You will be asked to include your resume and a detailed cover letter demonstrating your interest in working for Charlotte Lab School.

Charlotte Lab School is strongly committed to hiring a diverse and multicultural staff and we encourage applications from traditionally underrepresented backgrounds. Charlotte Lab School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, national, ethnic origin, or any other reason prohibited by state or federal law.