



### **Job Description Assistant Vice Principal**

I-LEAD Charter School (ILCS) is seeking qualified applicants for the position of a 12 month Vice Principal (AVP) for the 2018-2019 SY. The AVP serves as an instructional thought partner with the principal; assists the principal managing policies, procedures and regulations to ensure a rigorous academic environment based on required curriculum and student achievement objectives; creates a positive school culture, ensure student safety, applies appropriate behavior modification techniques; and provide daily management of all aspects of school operations

### **Responsibilities:**

- Assist the principal to establish and promote high standards and expectations for all students and staff for academic performance
- Assist the principal to develop, implement, and enforce policies and procedures for the effective operation of the school consistent with the philosophy, mission, values and goals of I-LEAD Charter School including instructional programs, extracurricular activities and to ensure a safe and orderly climate and culture
- Assist in discipline and conducts employee performance assessment
- Assist the principal to oversee the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and student development
- Establishes a safe environment that encourages students to take responsibility for behavior, enforces student discipline policies, and creates a positive school culture
- Models and demonstrates for staff effective classroom management techniques
- Assist the principal to maintain and post data charts, reading, and writing accomplishments in prominent areas of the school; to maintain accurate data on student academic achievement, monitors student achievement and establishes effective interventions
- Establishes and maintains cooperative working relationships and effective communication with students, parents, and staff. Works diligently with the principal to support ILCS's vision for the school to ensure the school climate and culture is reflected positively
- Collaborates with peers and staff to enhance the instructional environment
- Assist the principal in the budgeting process.
- Assists the principal to ensure that student growth and achievement are continuous and appropriate for age group, subject area, and/or program classification
- Assist the principal to plan effective staff professional development

- Ensure substitute staff are obtained, assigned and monitored
- Assist the principal to review and monitor School Improvement Plan; articulates school-wide performance goals and plans effective strategies to improve academic achievement of all scholars
- Assists the principal oversee end of year operations, collections of materials, assessment of needs; distributes instructions to staff; and submits end of year evaluation.
- Other duties as assigned by principal

### **Personal Skills:**

- Relentless commitment to preparing every student for college/ career readiness; and an unwavering belief that all children can excel
- Ability to be a bold, tireless and engaging change agent and culture-creator; a visionary; a leader who inspires and motivates children/ adults
- Commitment to improving the minds and lives of students from underserved communities
- Passion for academic learning and insistence on academic excellence at rigor at all time
- Exceptional self-motivation, entrepreneurial spirit and team orientation; Problem-solving skills, with a combination of confidence and humility
- Thorough knowledge of learning theory, curriculum design and instructional leadership
- Must be a team player

### **Qualifications:**

- Master's degree or doctorate in Education Administration, or related field
- MUST have PA administrative certification
- 5 years relevant education experience, 3 years instructional leadership/administrative experience preferred
- Experience working in an urban setting and/or knowledge/sensitivity to urban school

Please send cover letter and resume to [lizette.flowers@i-leadusa.org](mailto:lizette.flowers@i-leadusa.org)