

Role: Principal

Start date: July 1, 2024

About the Organization

Collegiate Charter High School of Los Angeles is a small, public nonprofit college preparatory school in Boyle Heights. We believe that **all** children, regardless of race, socioeconomic class, country of origin, or disability can achieve at high levels when they have access to high quality education. Despite the challenges our scholars face, **100% of our graduates have been accepted to 4-year colleges.**

Collegiate's small school model features a rigorous academic program, an extended day and year, individualized interventions and supports to meet all scholars' needs, and intensive college advising to ensure that 100% of our scholars are accepted to and sufficiently prepared to graduate from a four-year college.

About this Role

As the principal at Collegiate you will be the instructional and cultural leader of a small but fiercely dedicated, tight-knit team making a difference in one of the most challenging neighborhoods in Los Angeles.

Successful candidates for any role with the school's team will demonstrate alignment to Collegiate's mission and mindsets through the following traits and track record:

- Demonstrated commitment to our organization's mission and values
- Fundamental and unwavering belief that all children can learn and that they deserve nothing short of excellence in their education
- Proven capacity to lead with a DEI and anti-racist lens and a track record of building identity-affirming, inclusive school culture
- High standards for scholar achievement and behavior
- A whatever-it-takes approach to your professional development, work, and goals
- Demonstrated ability to collaborate effectively as a member of a close-knit team
- Humility and a burning desire for constant learning and improvement in your own practice
- High levels of honesty and integrity and the capacity to model this explicitly for others at all times
- Bravery, generosity, and reliability when it comes to giving your teammates candid, constructive feedback on their work and performance in the spirit of continuous improvement and adult learning

Roles & Responsibilities

Responsibilities of the Principal at Collegiate include but are not limited to:

Leadership of Organizational Culture

Working with the Executive Director and the Leadership Team, build and execute a shared vision for positive and powerful organizational culture – among team members, scholars, and families. Work to create a positive, achievement-oriented, and structured learning environment that excites and invests scholars and teachers alike, motivating them to realize high academic and behavioral standards at all times:

- Build a joyful, structured, safe and positive school culture through leadership of the Culture Team. You will model the proactive positive support and relationship building necessary to effectively hold all scholars accountable to the school's code of conduct. You will be responsible for setting appropriate

consequences for scholars who violate our conduct expectations

- Model for all stakeholders and staff how to build community by investing families in scholars' academic success and development of strong character and leadership traits
- Work with others on the team to create a joyful, collaborative community by organizing and participating in social and celebratory events throughout the school year
- Hold courageous and difficult conversations as needed with students, staff, and families to ensure alignment with the school's vision and schoolwide expectations
- Demonstrate ongoing self-reflection for individual growth and seek feedback and nurture authentic collaboration for decision-making and to drive operational improvements for the school

Drive Breakthrough Outcomes for Student Achievement

Partnering with the Executive Director, build and execute a shared vision for data-driven systems and procedures to support an outstanding academic program that results in breakthrough student achievement and growth outcomes as measured by CAASPP, internal interim assessments, ELPI, and college acceptance and persistence.

- Lead a school-wide focus on data-driven instruction based on school-wide goals
- Create and maintain systems for clear and effective data collection and monitoring of student progress
- Ensure that all students receive rigorous standards-based instruction
- Provide appropriate resources and quality professional development to teachers and the instructional team to best support needs of scholars
- Attend monthly board meetings and academic excellence committee meetings and take lead on presentation of reports on academic achievement and student culture

Talent Development & Performance Management

Lead the instructional team's development of key classroom management and instructional planning skill sets

- Create a shared vision for high quality instruction that includes systems for data collection, lesson plan development and execution, and student engagement.
- Develop and implement a coherent school-wide professional development platform that includes a year-long instructional PD calendar and ongoing coaching and development routines and protocols
- Conduct regular observations of classrooms and the instructional team and regularly provide informal feedback to teachers and coaches
- Conduct coaching sessions with all direct reports and a portfolio of teachers
- Conduct formal performance evaluations for all direct reports and a portfolio of teachers
- Report progress on schoolwide goals and strengths and needs of the instructional team to the Executive Director

Qualifications for This Role

Successful candidates for the Principal role will bring the following required and preferred experience, skills and qualifications:

Required

- Bachelor's degree from a four-year college or university
- At minimum three years of classroom teaching experience working with scholars from historically disadvantaged backgrounds and communities
- A demonstrated track record of driving breakthrough student achievement results
- A minimum of five years of progressive responsibility in school leadership roles, including at least three years in an instructional (or alike) leadership role
- Experience coaching and developing teachers using a directive learning model
- Demonstrated ability to use multiple forms of quantitative and qualitative data to set goals, drive sound

decision-making, and prioritize work and resources

- Strong academic oral and written command of the English language as evidenced by writing samples, interviews, and standardized test scores
- Ability to work autonomously, collaboratively, and/or under the direction of senior leadership, as needed
- High level of communication, personal organization, planning, and follow-through
- Acute attention to detail coupled with the ability to think and act strategically
- A valid California administrative credential

Preferred

- Excellent written and oral Spanish language skills
- Prior experience leading as principal of a high-performing school

Compensation

- Salary \$115K - \$140K
- Matching 403(b) retirement plan
- Healthcare coverage for self and family from your choice of Kaiser or Blue Shield

To Apply

- Send your resume and cover letter to Ted Morris at tedmorris@collegiatecharterhighschool.org