



An award-winning EL Education School in Washington, DC

Position Available: Lower School Assistant Principal

Capital City Public Charter School is seeking a Lower School Assistant Principal for the 2018-2019 school year. The Lower School Assistant Principal is an integral part of the Lower School leadership team and works in collaboration with this team. The Lower School Assistant Principal is primarily responsible for assisting the Principal in organizing and fostering a positive and safe environment that is conducive to meeting the needs of students, staff, and families to realize the mission and vision of Capital City. The Assistant Principal must see individual student success (both academic and social) as paramount and this should guide their work. Responsibilities of the Assistant Principal include directly supervising staff, hearing and dealing with parent and staff concerns with regards to behavior, and family engagement. The Lower School Assistant Principal reports to the Principal.

This is a 12-month position, which is exempt and therefore not eligible for overtime pay under the provisions of the Fair Labor Standards Act.

Ideal Characteristics of an Assistant Principal:

- Transformational educational leader - forward-looking, innovative, and inspiring
- Educator mentor
- Consistency and equitability in dealing with issues or challenges
- Positive outlook, friendly and open
- Visible for students, staff, and parents
- Bilingual Spanish/English
- Excellent communication (both written and verbal) and interpersonal skills
- A sense of humor
- A sense of joy when working with children
- Collaborative community and team builder

Preferred Mindsets, Skills, & Experiences:

- Master's Degree in Early Childhood/Elementary Education, Special Education, PK-12 School Leadership/Administration, School Counseling/Social Work, or Behavioral Sciences.
- Demonstrated success working in urban school settings, and/or in school communities that have historically been marginalized, or lack high quality education opportunities.

- Demonstrates and models a fundamental belief that all children are people of great worth entitled to develop his/her full potential,
- Demonstrates and models a fundamental belief that all children can achieve at the highest levels,
- Formal training and demonstrated successful experience prescribing and implementing a variety of evidence-based systems of social, emotional, and behavioral interventions,
- Formal training and demonstrated successful experience implementing, modeling, and providing feedback and training on Restorative Justice practices, Responsive Classroom practices, and trauma-informed intervention practices,
- Experience and demonstrated success with evidence-based decision making.

In the following areas, the Assistant Principal will:

Instructional Leadership

- Serve as instructional leader and supervisor to third and fourth grade teams.
- Possess deep knowledge and experience implementing Common Core State Standards (CCSS).
- Support staff in the implementation of CCSS that prioritizes deeper learning, authentic experiences and social-emotional learning.
- Lead third and fourth grade teams in analyzing and using data to plan for instruction.
- Provide support to fourth grade students in preparation for their transition to middle school and lead the fourth-grade team in the passage process.
- Provide guidance and expertise in planning for student-led conferences and student-created portfolios.
- Engages as a team member of the Instructional Leadership Team.

Discipline/Social Curriculum

- Monitor and support the use of *Responsive Classroom®* in classrooms.
- Work closely with the Director of Student Services and Principal to support children struggling with behavior. Support teachers in carrying out a positive, age appropriate, and effective behavior and discipline policy
- Utilize *Trauma Informed Practices* when responding to student misbehavior. Assist and coach staff in using these practices in their own classrooms.
- Implement Restorative Justice practices by empowering students to resolve conflicts.
- Work closely with the Director of Student Services in providing these same discipline/social supports and adapting them as needed during summer school.

Assessment and Accountability

- Coordinate with the Leadership Team in planning the administration of the PARCC assessment in 3rd and 4th grades.
- Support the administration and analysis of other internal assessments in third and fourth grades. Lead data consults to review and plan from student level academic data.
- Monitor teacher collection of school accountability data. Remind teachers as needed and provide support to teachers as needed in collecting data and inputting it into the student information systems. Review behavior data regularly and report trends to the leadership team and teachers.

Personnel/Human Resources

- Model a strong, confident, collaborative leadership style, a team builder with proven leadership ability.
- Supervise and evaluate performance of assigned staff using CCPCS procedures.
- Act as team lead for new hires in coordination with the Leadership Team. Communicate and coordinate with prospective teachers. Review candidate resumes, conduct phone-screens, and schedule interviews. Meet with candidates to answer questions and help them understand our school and the expectations of the positions. Check references for prospective employees and make hiring recommendations to Principal.
- Coordinate the hiring of substitute teachers. This includes contacting and securing substitutes for planned and unplanned teacher absences.

Parent Involvement

- Hear and respond to parent concerns related to their children, instruction and other school matters.
- Work with other staff to plan and organize events to connect parents to the educational program.
- Arrange for and attend student conferences when needed or requested by staff.
- Ensure timely and proactive communication with parents related to behavior concerns and incidents. Act as a liaison between teachers and parents and make sure all parties are kept in the loop.

Candidate Requirements:

- Bachelor's Degree required; Master's degree preferred, in education or related field
- Bilingual preferred (Spanish and English)
- Minimum of 5 years of related full-time work experience in education, community development and/or organizing, or a related field--direct experience in family or community engagement is strongly preferred.
- Strong track record of developing and executing programs
- Experience working with diverse populations toward a shared goal
- Ability to take initiative, work independently and in a team setting
- Commitment to social justice, equity, and education for all
- Strong interpersonal skills, with the ability to develop productive working relationships across a wide variety of individuals and groups
- Strong organizational skills

Compensation and Benefits: Salary of \$85,000- \$95,000 based on experience plus a comprehensive benefits package.

To Apply: Email your resume and letter of interest to Amy Wendel, Lower School Principal, at capitalcityjobs@ccpcs.org. Please include the position title in the subject line of your email. Visit our website at www.ccpcs.org for additional information about our organization.

About Our School: Capital City was founded in 2000 and now serves 983 students in grades PK-12. In 2012, the entire school relocated to a newly renovated single campus in Ward 4. Capital City has been a model for school reform in the District. The school implements the EL Education model (www.elschools.org). Through this model teachers craft expeditions that

incorporate projects, research, fieldwork, and service to support students in meeting rigorous standards. Capital City's program also emphasizes a strong social curriculum, a commitment to diversity, a strong inclusion model and the integration of arts into the curriculum.

Capital City is an equal-opportunity employer. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.