



Founding Middle Grades Director

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Cesar Chavez Public Charter Schools – Washington, DC

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POSITION SUMMARY

In school year 2020-2021, Cesar Chavez PCS for Public Policy will re-launch middle grades at the Parkside campus. As the school's senior leader, the Middle Grades Director is responsible for managing all policies and programming that ensures a learning environment consistent with the college preparatory and public policy-infused curricula missions of Chavez Schools. The Middle Grades Director has the opportunity to collaborate with and plan the re-introduction of middle grades programming including curriculum, hiring, and school culture. The position will cooperate and work closely with key personnel, leveraging subject-matter expertise to maximize the effectiveness of school programming.

We seek a Founding Middle Grades Director for immediate hire. The Director will spend SY19-20 planning for the launch of the middle grades program, and then lead the faculty, staff, and students when they start in August 2020.

ESSENTIAL DUTIES AND RESPONSIBILITIES

School Planning

- With Head of School and coaching support, leads the planning of middle grades programming, including curriculum, family engagement, school culture, and hiring
- Ensures strong programming and school culture through observing at high performing schools during the 19-20 school year
- Leads stakeholder engagement sessions for feedback on school plan and reports out on planning progress
- Develops school design plan which outlines key design elements for school growth including student and staff culture, curriculum, scheduling, performance management, leadership development, and family engagement

Instructional Oversight

- Works with staff to ensure that teachers are implementing a rigorous curriculum for scholar learning



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- Consistently observes teacher practice; provides substantive, action-oriented feedback, encourages reflection and models excellent instruction
- Promotes a strong school culture and effectively manages school team towards the implementation of a consistent culture that focused on scholar learning

Management and Leadership Development

- Establishes clear goals for growth and maintains those goals as the priority
- Establishes and effectively coaches and manages staff towards achievement of ambitious school goals
- Models leadership practices to direct reports to develop them as key building leaders by observing, providing feedback, modeling, and leading professional development.
- Holding regular meetings with direct reports to drive accountability
- Evaluate leaders and staff, in alignment with school expectations and in the interest of accountability and growth
- Modeling the school values, flexible thinking, openness to feedback, and humility required to move scholar learning.
- Effectively manages time to ensure that the highest priority work is accomplished in service of scholar achievement
- Manages change, understanding the implications and adjusting leadership voice and behavior accordingly
- Values and effectively manages a diverse team
- Fosters a staff culture focused on scholar learning, care, and outcomes. Serves as a key member of the campus hiring team, ensuring a highly qualified, mission-aligned staff

Supporting Scholars and Families

- Establishes and maintains a strong school culture focused on academic preparation and high expectations
- Trains and coaches teachers and staff on school culture and management practices to ensure time on learning and strong student outcomes



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- Ensures communication systems exist and are used to engage parents in understanding scholar performance, goals, and growth.
- Establishes and coaches team towards effective communication with families that communicates care and high expectations for every scholar
- Fosters shared beliefs and a sense of community and cooperation

QUALIFICATIONS, KNOWLEDGE, SKILLS REQUIRED

- Minimum of 2 years of school leadership experience in an urban community resulting in strong academic outcomes for students
- Minimum of 4 years' demonstrated success as an effective classroom teacher as evidenced by teacher and scholar growth and achievement data as well as personal performance data
- Substantive experience with data and intervention programming
- Solid understanding of the developmental and social nuances of children in grades 6-8
- Demonstrated success using data to drive programming
- Believes that all scholars can achieve at the highest levels with no excuses
- Ability to exercise excellent judgment in decision-making
- Is a strategic thinker and proactive problem-solver
- Exemplifies the highest ethical standards
- Works independently with little direct supervision and as part of a team
- Ability to work productively with diverse populations, teachers, parents, board members, and community members, including demonstrated expertise in building and maintaining effective working relationships;
- Citizenship, residency of work VISA in United States required

ADA SPECIFICATIONS: This position will be based at the Chavez Parkside campus. While performing the duties of this job, the employee is regularly required to move about the building. In addition, travel to other sites could be required, frequency to depend on the needs of the school and position. The

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AAP/EEO Statement: Chavez Schools provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Chavez Schools complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Disclaimer: This job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Chavez Schools expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Chavez Schools' employees to perform their job duties may result in discipline up to and including discharge.

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