

POSITION: Assistant Principal



JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Come join our team of artists and educators to ensure that ALL students have access to a rigorous and engaging learning environment in a creative and collaborative arts high school.

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www.CharterArts.org

- VISION:** To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.
- MISSION:** Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline and a commitment to excellence this integrated educational experience inspires all students to believe in themselves and what they can accomplish.
- TO APPLY:** Submit your cover letter, resume, three letters of recommendation, certification, and clearances as one PDF document to jobs@charterarts.org by no later than July 24, 2020. The position is available immediately.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job/Position Specific Requirements:

- PA Administrator Certificate K-12
- Background, experience, and/or certification in special education preferred
- Background and experience in restorative practices and SAP a plus (or willingness to be trained)
- Experience building and fostering diversity, equity, and inclusion within the culture of a school community
- Experience engaging youth in conversations that teach effective conflict resolution skills
- Excellent communicator and collaborator who is willing to have difficult conversations to ensure positive change within the organization
- An open-minded, energetic leader who enjoys working as part of a team
- The ability to multitask in a fast-paced environment
- An understanding that critical thinking, creativity, community, collaboration, and are key elements to learning

Reporting Relationship(s): CEO and Principals

JOB PURPOSE

The Assistant Principal (AP) at Charter Arts will oversee and evaluate student support team members to ensure an equitable, diverse, and inclusive educational environment for all students. Further, s/he will hold all students to high standards and expectations and will uphold these as outlined in the Student Handbook and Code of Conduct, while focusing on building and maintaining a restorative practices approach. The AP works with all stakeholders to further establish, refine, and implement school-wide policies and procedures and understands that positive relationships between students, families, and staff are the key to maintaining a school community and environment in which students can thrive. S/he provides direction to the staff and other stakeholders in the development, implementation, and improvement of all aspects of the educational program. The AP must be a team player, reflective practitioner,

and possess and exhibit excellent communication skills.

Essential functions of the job may include but are not limited to the following:

- Enhances the attainment of the district's mission, vision, expectations, and goals by ensuring students access to an inclusive and supportive learning environment
- Oversees the implementation and accountability of student expectations as outlined in the Student Handbook and Code of Conduct
- Oversees student discipline, conduct investigations, and facilitate restorative conferences with students to repair and maintain relationships, which are fundamental to our community at Charter Arts
- Provides student support and builds relationships with students in all grade levels and artistic majors
- Manages a variety of school administrative functions (e.g. student disciplinary policy, student attendance, school schedule, evaluations of assigned personnel, etc.) for the purpose of enforcing school and state policy and maintaining safety and efficiency of school operations
- Collaborates with the administrative team and intervenes in occurrences of inappropriate behavior of students for the purpose of assisting students in modifying such behavior and developing successful interpersonal skills (PBIS)
- Oversees and evaluates the student support team, including Social Worker, School Psychologist, school counselors, special education teachers/case managers, and paraprofessionals
- Oversees MTSS program development and implementation to ensure students success
- Ensures that Charter Arts is meeting all Child Find requirements
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions
- Prepares a wide variety of materials (e.g. student activities, correspondence, audits, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information
- Participates in regular student support team meetings to review programs, procedures, and policies and make recommendations to the administrative team in the best interests of students
- Attends weekly evening artistic performances, student and family programming, and monthly board meetings
- Provides updated information to the administrative team, instructional leadership team, student support team, and parents, as necessary, to ensure open lines of communication regarding student needs
- Oversees IEP and 504 case management ensuring documentation is compliant with federal and state regulations as they pertain to Chapter 14 and Chapter 15
- Serves as Local Education Agency (LEA) representative for all students enrolled in Special Education programs during IEP meetings; knowledgeable of special education law and requirements
- Title IX deputy investigator for student investigations
- Oversees and ensures implementation of schoolwide attendance and truancy policies and expectations
- Works collaboratively with the Social Worker and Attendance Clerk to ensure Student Attendance Improvement Conference/Plans are occurring with fidelity; focus on improving student attendance and decreasing chronic absenteeism
- Supervises and coordinates health-related services in collaboration with St. Luke's partners and other related/contracted service professionals through an IU partnership
- Collaborates with PIMS coordinators to ensure accurate accounting of students receiving eligible services
- Collaborates with the Federal Programs Coordinator to ensure supplemental supports are offered
- Provide direct input to the administrative team regarding employee performance, which affects the employment, assignment, promotion, layoff, discharge or other similar personnel actions of professional-level, certified employees
- Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative team, professional staff, students, parents, and community
- Focuses on evidence-based growth and results to drive the school towards annual and long-term goals.
- Engages school community members effectively to ensure all stakeholders are included in school and student success.
- Listens to and communicates with all the school's stakeholders; building successful interpersonal relationships with faculty, staff members, family, and community members and students.
- Manages the change process with the administrative team, including making tough decisions when necessary to move

the school and students forward.

- Engages in constant personal learning, including the need to learn and adapt when faced with challenges and successes
- Develops and maintains a purposeful school culture that supports a safe and effective learning environment

CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Masters/advanced degree from an accredited institution and/or related field
- Administrative Certification required
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling.
- Ability to interpret, analyze and problem solve both written and verbal communications.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Must have and maintain high expectations for self and all students and team members
- Demonstrates creativity and leadership.
- Knowledge and implementation of relevant technology.
- Schedule: The Charter Arts school day requires full-time employees to be present from 7:30 am - 3:30 pm; hours may need to adjust or flex depending on the needs of the specific position as outlined by the direct supervisor. All employees must be willing and able to work outside of regular school hours, including nights and weekends, when necessary and/or when outlined by the supervisor to help support the mission and vision of the school.

PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to operate office/classroom equipment
- Ability to use computer technology and other technology as appropriate for the specified position
- Must appropriately handle confidential information; ability to use computers and other AV equipment for group meetings, presentations, projectors, and video equipment
- Physical ability to: Sit 40%; Walk/Stand: 55%; Drive 5%
- Manual dexterity for repetitive movement of fingers and hands for keyboarding
- Ability to lift objects of moderate weight from 15 to 30 pounds
- Artistic high school environment

The above description covers the most significant essential and marginal functions of the position but does not exclude other responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job. The Assistant Principal needs to be flexible, resourceful, and willing to do whatever it takes to ensure the overall vision and mission of Charter Arts and will continue to find new and innovative ways to improve the organization.

Once your application is reviewed, you may be contacted for a phone interview. Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied. Final interview candidates are required to submit up-to-date Act 168, 19, state, and federal criminal background checks, and child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant is unable to provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years.