

POSITION:
Assistant Principal of Academic Affairs

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.



321 East 3rd Street, Bethlehem, PA 18015
phone (610) 868-2971 | fax (610) 868-1446

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 a cover letter, resume, PA certification, three letters of recommendation, and clearances as one PDF document to jobs@charterarts.org by no later than November 19, 2021.

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:

- Certification required:
 - Administrative K-12 certificate OR
 - Emergency certification until full certification is attained
- Experience building and fostering diversity, equity, and inclusion within the culture of a school community
- Experience engaging students and employees in challenging conversations that teach effective conflict resolution skills
- A background and/or experience in the arts is preferred but not required
- Experience in one or more of the following areas preferred but not required: Federal Programs, curriculum and instruction, teacher evaluations, supervising programs and budgets, student services, restorative practices, strategic or comprehensive planning, etc.

Reporting Relationship(s): Principal and Superintendent/CEO

JOB PURPOSE

The Assistant Principal (AP) of Academic Affairs will work directly with a variety of stakeholders to ensure that the schoolwide curriculum and instruction is standards-aligned and inclusive of diverse perspectives within all departments, both core and artistic. To improve employee capacity, the AP will lead sustained and robust professional learning opportunities, conduct employee coaching and evaluations, and foster and sustain experiential learning opportunities for all students.

The AP of Academic Affairs will also be the Federal Programs Coordinator and will collaborate with the Director of Finance to oversee budgeting and federal programs grant applications and implementation. Further, the AP will coordinate and partner with the AP of Operations, AP of Specialized Services, and Principal as necessary in all levels of student discipline, interventions, and investigations. The AP of Academic Affairs will hold all students and employees to high standards and expectations and will uphold these as outlined in the Student Handbook, Code of Conduct, and Employee Handbook while focusing on building and maintaining a restorative approach.

The AP must be a team player, reflective practitioner, and possess and exhibit excellent communication skills. Additionally, they are a self-starting, detail-oriented person that has the ability to work independently while overseeing multiple projects and tasks with scrupulous attention to detail to ensure the continued improvement of our organization and its programs.

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

Federal Programs Coordinator

- Completes and manages the Federal Programs/Title I Schoolwide Plan, Comprehensive Plan, and Charter Annual Report processes
- Works directly with the Principal and Director of Finance to plan for and complete federal and state grant applications and reporting requirements, including Title I, II, IV, ESSER, Ready to Learn, etc.
- Ensures continuous improvement to comply with state and federal requirements (assess needs, develop plan, implement, monitor, evaluate, revise)
- Attends the annual PA Association of Federal Programs Coordinators Conference and regional meetings/webinars as necessary to stay abreast of new information and requirements as they evolve
- Ensures compliance with all Federal Programs requirements and guidance and coordinates program monitoring
- Coordinates Family Engagement Nights and Title I surveys to ensure continued learning for parents and guardians
- Annually updates the school/family compact, notifications to families, and keeps families updated as tutoring and/or other programming becomes available to support student learning needs
- Ensures federal spending is well documented and aligned with student/school needs and federal programs grant narratives and budget

Curriculum and Instruction

- Coordinates and manages the review and ongoing development of schoolwide curriculum and instruction to ensure diverse perspectives and voices are represented in all departments
- Ensures implementation of high quality teaching and learning that is data-driven, standards-aligned and rooted in a belief that all students can achieve at high levels
- Oversees the Equity, Diversity, and Inclusion (EDI) Committee and contracts for professional and other ongoing consultant support as needed; ensures plan goals and metrics are met
- Coordinates New Employee Induction before and during each school year
- Evaluates school-wide instructional practices to ensure they are clear, results-oriented and research-based
- Create opportunities for ongoing learning and staff development that are informed by data
- Uses data to inform recommendations for schoolwide improvement, i.e. surveys of multiple stakeholders, SPP, Keystones, PVAAS, AP exams, CDT, iXL, etc.
- Facilitates departmental meetings for the purpose of analyzing data and ensuring that outcomes achieve school, district and/or state objectives
- Facilitates the development, communication, implementation, and evaluation of quality learning for the purpose of enhancing excellence, equality and equity for staff and students
- Conduct employee evaluations and coaching as needed to ensure that teaching and learning is aligned to state and national standards in all departments and provide teachers/employees with critical and constructive feedback for improvement
- Support the Principal with developing and implementing a walkthrough model, or learning rounds, to share schoolwide best practices with members of the Instructional Leadership Team and encourage continuous improvement and reflection of “what works”
- Provide modeling of instructional strategies if/when appropriate to support teacher practice and implementation

Student Support

- Collaborate with the Administrative Team and Instructional Leadership Team to create a supportive, tiered approach to student discipline, including by holding students accountable for their actions through restorative practices and per the Charter Arts Student Handbook and Code of Conduct
- Facilitates communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts

- Coordinate and facilitate student and stakeholder meetings as necessary
- Assist Administration as needed with communication efforts to students and families
- Support students who are suspended in order to maintain their community connection and academics, i.e. facilitate teacher meetings, restorative conversations, student check-ins, etc.
- Other as defined/assigned to support the vision and mission of the school and community
- Provide student and staff support, and builds relationships with students across all grade levels and artistic majors
- Communicate with the Administration and Board President in instances of suspension
- Support Title IX investigations as necessary
- Accurately discipline and report suspension information via Powerschool's Incident Management System
- Participate on the Safe2Say call team

General Responsibilities

- Enhance the attainment of the district's mission, vision, expectations, and goals
- Maintain a positive and professional attitude when dealing with visitors, staff, students, and parents
- Participate in hiring, training, and coordination of teachers and other employees as needed
- Participate in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions
- Prepare 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
- Attend weekly evening artistic performances, student and family programming, and monthly board meetings
- Provide clear and relevant updated information ensure open lines of communication regarding student needs
- 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
- Engage school community members effectively to ensure all stakeholders are included in student success
- Listen to and communicate with all the school's stakeholders; building successful interpersonal relationships with faculty, staff members, family, and community members, and students
- Manage the change process with the administrative team, including making tough decisions and engaging in courageous conversations with stakeholders when necessary to move the school forward
- Engage in constant personal learning, including the need to learn and adapt when faced with challenges and successes

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.

- BS/BA from an accredited institution
- K-12 Administrative Certification or ability and willingness to obtain this certification
- Degree or relevant experience in working directly with high-school aged students as a teacher, mentor, or in another capacity
- Must have and maintain high expectations for self and all students and team members
- 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 school program
- Demonstrates creativity and leadership; maintain an out-of-the-box mindset and approach to accomplishing goals
- Knowledge and implementation of relevant technology
- Have and maintain a team player mentality and positive/can-do attitude; ability to work independently and take action
- The candidate must be able to oversee and manage multiple projects and tasks in a fast-paced environment
- Ability to research and compile data for reports and maintain confidentiality with legal policies and school/student/employee personnel information
- Possess excellent communication skills and the ability to engage in challenging conversations with all stakeholders as necessary and 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
- An understanding that critical thinking, creativity, community, collaboration, and are key elements to learning

- Willingness to continue to learn and develop professionally as needs arise for the given position
- 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.
- *The Charter Arts 2021-2022 schedule may require employees to work on campus, off campus, or in a hybrid format, including both in person and remote, to meet the needs of our students and to maintain CDC/PDE safety protocols pertaining to the COVID-19 Pandemic. Instructional days/times are subject to change as needed based on federal, state, local, or LEA decisions made in the best interest of students.*

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

Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates are required to submit up-to-date Act 168, 19, state and federal criminal background checks, and a 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.

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.