



### ***RiseUp Community School: Assistant Principal Job Description***

Employees at RiseUp Community School must be committed to the Vision and Mission of the School.

***Our vision is that all young people, regardless of their circumstances, have access to an education that will prepare them to counter social inequities and realize their full potential. Our school empowers young people to transform themselves and become leaders in their communities. Our school is a haven of trust and respect, where students can prepare for success in careers, post-secondary education and life. 100% of our graduates are prepared for and go on to post-secondary education or meaningful careers.***

***The mission of RiseUp Community School is to engage young people who have previously dropped out of school or are at risk of dropping out in a supportive learning environment that holds each student to high expectations, cultivates social justice, and inspires every student to achieve a high school diploma and become prepared for college and careers after graduation.***

#### **School Overview:**

We believe that all students deserve an education rich in experience that allows students to be agents of change in their own lives. RiseUp Community School offers project-based courses to students and provides them with a community integrated and context based education. Employees are key in the creation of an education experience that encompasses academic, career and college planning, and social responsibility believe that the best way to learn is through applying new knowledge and skills to real-world projects.

#### **Position Overview:**

All administration positions require that the candidate be balanced in their ability to envision and execute. The Assistant Principal (AP), like all staff, is in charge of pushing all areas of the school toward the mission and vision. The AP is in daily contact with teachers, students, parents, and families and capitalizes on building community through these interactions. The Principal and AP work closely to ensure that all areas of the school have supportive oversight and are held to high expectations.

RiseUp believes that the admin in the building should possess a strong working knowledge of the local and national education landscape in order to best position RiseUp students for success. This includes an understanding of the unique place alternative schools hold. The AP is both a generalist and can execute all positions at the school.

RiseUp is historically a consensus based school and the AP must maintain a tight-knit staff. Diversity of opinion and experience is valued. The AP must facilitate healthy working relationships amongst staff and demonstrate this through their own positive relationships. Because RiseUp is continuously evolving, the AP is a data-driven entrepreneur who works with the team to create a better RiseUp.

#### **Duties include, but are not limited to:**

- SAL for NWEA MAPS, P/SAT, CMAS
- CH-ISA team member
- Staff support meetings (regular 1:1's and evaluation goal support)
- Curriculum and Instruction, Special Education, and MTSS oversight
- Manage professional development calendar
- Availability and flexibility to prioritize staff and students when unplanned events occur

#### **Experience includes a proven history of:**

- Positive working relationships with all stake-holders
- Prioritizing relationships over compliance
- A passion to work with students in an alternative setting
- Supporting students on a non-traditional pathway who have not found success in traditional schools
- Effective coaching of teachers from all content areas
- Creating project-based curricula
- Delivering SEL curricula
- Managing testing as a SAL
- A strong understanding of EL instruction and compliance
- Facilitating collaborative team processes
- Using data with staff to drive decision making
- Experience with Infinite Campus or other student database

**Additional desired qualifications include:**

- Ability to manage and operate facilities
- Ability to speak Spanish at a conversational level
- Experience in Denver Public Schools

**Experience:**

- Applicants must hold a Masters in Education or an Administrative license or be working toward earning one
- Demonstrated belief in the vision and mission of RiseUp Community School
- 3+ years administrative experience

**Compensation and Benefits:**

- Competitive salary commensurate with experience
- Comprehensive benefits (health, dental, vision)

**To apply:**

- Cover letter- address why RiseUp Community School is of interest and a good fit for you, and highlight unique skill sets and/or beliefs you possess that may not come through in your resume.
- Resume/CV (include three references)
- This position begins July 1 with an option to participate in PD in May 2020.

Send materials to info [info@riseupcommunityschool.net](mailto:info@riseupcommunityschool.net)