



Crossroads Charter Schools

Job Description: Assistant Principal

Direct Supervisor: Principal or designee

School Summary:

At Crossroads Charter Schools, we...

- Understand the significant difference between equity and equality. Every student deserves to receive what he/she needs to succeed (equity), not that every student receives the same amount of resources, instruction, attention, etc. (equality).
- Develop school environments where all students are actively and meaningfully engaged in rigorous instruction and authentic learning tasks.
- Interrupt the “school to prison pipeline” – policies and practices that are directly and indirectly pushing the most at risk students out of school and on a pathway to the juvenile and criminal justice systems.
- Engage families as partners in meaningful ways.
- Build the capacity of diverse teams that are more reflective of our students.
- Nurture an open, collaborative, and trusting environment because the work is enormous, deeply personal, emotional and often difficult.
- Engage in on-going job embedded professional development through co-teaching and co-planning

Position Summary:

The primary responsibilities are to work closely with and support the educational and programmatic leader, the Principal, by coaching staff, managing instructional and behavioral programs, and monitoring student achievement. The Assistant Principal helps the Principal set the curriculum and establish expectations for instruction, assessments and school culture. The Assistant Principal is a hardworking, goal-oriented and enthusiastic professional with excellent subject knowledge and a sound understanding of the Missouri Learning Standards and Common Core State Standards.

Position Responsibilities:

- Assist staff in the data team process, the creation of common formative assessments, the ongoing review and refinement of curriculum and learning objectives and the implementation of the response to intervention (RTI) strategies.
- Provide instructional coaching to staff, track staff progress, and celebrate successes.
- Help design and conduct professional development.
- Help ensure that the learning environment is dynamic and conducive to high-level learning.
- Supervise and evaluate assigned school personnel for the purpose of monitoring performance, providing for professional growth and achieving overall school goals.
- Chair and participate in meetings as assigned for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Facilitate communication between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts

- Provide assistance with student discipline and helps management discipline systems.
- Assist in communicating and meeting with students, parents, volunteers, and others to foster strong community relationships.
- Represent the school within community forums for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Serve as Acting Principal in the absence of the principal.
- Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
- Perform other duties and responsibilities as assigned by their supervisor.
- All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning.

Skills and Qualifications:

- Master's or Education Specialist in school administration and valid Missouri License required
- Minimum 5 years of experience as a classroom teacher
- Administrative experience preferred
- Demonstrated success in the areas of school leadership, urban education, curriculum development, instructional support, professional development, data teams, formative assessments, Love & Logic, and BIST.
- Knowledge of co-teaching and project based learning
- Desire to continue professional development
- Excellent organization skills and an ability to coordinate multiple tasks and activities
- Outstanding verbal and written communication skills and an ability to keep multiple stakeholder groups, including parents, teachers, staff, volunteers and partners, informed of critical issues, activities and schedules.
- An ability and enthusiasm for promoting the school and its mission to a broad and diverse group of people.
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Demonstrates ethical behavior and confidentiality of information about students and teachers in school environment and community.
- Must pass extensive background check and drug screening.

Key Working Relationships in Addition to Supervisor:

Teachers, Students, Parents, Volunteers, Office Staff, Support Staff, Chief Academic Officer, Executive Director