



High School Assistant Principal Job Description

New Legacy Charter School is a free, public school for pregnant and parenting high school students and their children in northwest Aurora. We are located at 2091 N. Dayton Street, Aurora, CO 80010 and serve approximately 95 high school students and 65 children in an on-site early learning center. The school is authorized by the Colorado Charter School Institute and opened in August of 2015, with our first class graduating in June 2016.

We offer students a rigorous, relevant, and engaging education so they are empowered with the skills needed to raise healthy children and graduate prepared for success in college and careers. Our vision is to see young families creating a legacy of education leading to compelling careers, financial independence, and positive parenting. Our school model combines flexibility with a strong school culture based on healthy relationships and student leadership.

This is a full-time, exempt, at-will position. The High School Assistant Principal reports directly to the High School Principal.

Position Overview:

The High School Assistant Principal is responsible for supporting all aspects of high school programming. The Assistant Principal must share and support the Principal's vision for high-quality, engaging, rigorous, and relevant education that works for non-traditional students in an innovative school environment. The Assistant Principal upholds positive school culture and implements the established discipline policy, is responsible for planning and implementing the school's assessment calendar, and helps lead the Family Support Team.

Key Responsibilities

- Positive School Culture + Discipline
 - Uphold the school's culture standards. Bring them to life in the school community, ensure advisors and support staff are actively using them, and provide leadership by creating and implementing plans to explicitly teach the standards to students.
 - Create and manage a consistent and sustainable positive behavior incentive system. Work with other staff members throughout the year to ensure incentives are given regularly and equitably.
 - Implement the established discipline policy and provide accurate and equitable documentation of behavior incidents according to the school's policy.
 - Manage the hallway to ensure students are actively engaged in classrooms and not wandering.
 - Design, implement, and track behavior interventions for students using the school's intervention model.
 - Build and utilize relationships with student guardians and staff members when managing student behavior.
 - Provide school-wide leadership on restorative practices - in tandem with the established discipline policy. This means developing and implementing trainings for students and staff,



as well as taking initiative in leading and ensuring the efficacy of restorative practices at our school.

- Support the High School Principal when needed in developing advisory and community meeting plans.
- **Assessment + Data**
 - Build a culture of testing excellence among students, which includes ensuring all students take standardized tests, give honest effort, and understand the purpose of testing in their lives.
 - Serve as the site assessment leader, which includes management and administration of all school testing including NWEA MAP, WIDA ACCESS, PSAT, SAT, CMAS, and any other state-required assessments.
 - Manage, administer, and report the results of the AAPI survey to all parents twice yearly, and a Health/Wellness survey to all students twice yearly.
 - Work with the Director of Operations on district reporting measures as needed.
 - Pull data weekly for MTSS on student discipline.
 - Work with the Family/Student Advocate to ensure that attendance data is taken accurately. Disaggregate this data and report to staff weekly. Set community attendance goals and report to students weekly.
- **Family Support Team Leadership**
 - Guide support staff in implementing program plans and achieving program outcomes. Help drive programming and provide coaching and accountability support.
 - Manage and delegate referrals from advisors.
 - Organize and lead weekly meetings for the family support team to discuss referrals, collaborate on student cases and events, and build a sense of community and team.
 - Ensure that support staff are uplifting the school's character and family wellness standards in their work with students.
 - Ensure that support staff's work is directly in service of student academic success.
- **Other Duties as Assigned**
 - Work with the Principal to support and develop all aspects of the High School.
 - Participate as an active member of the school's leadership team.
 - Teach class sections as needed in any content area.
 - Participate in all school professional development sessions, and lead when needed.
 - Do "whatever it takes" to ensure high school programming can be accomplished and student outcomes can be met.
 - Support in using Infinite Campus and Google Sheets for grading and reporting.

Qualifications

The High School Assistant Director will ideally have:

- At least five years of experience successfully teaching in an urban or alternative school, including a track record of positive student outcomes.
- Leadership experience in an urban or alternative school.
- Ability to create and drive initiatives forward to further the school's mission and vision.



- A Master's degree in education preferred (or a comparable amount of experience).
- Experience developing positive school culture based on culturally responsive and restorative practices.
- Excellent data analysis skills, including using spreadsheets, disaggregating data, and using other student information systems. Ability to help others understand and analyze data, and then see how data should inform practice.
- Experience working in an entrepreneurial, dynamic school or related demanding environment.
- A positive, strength-based, passionate, articulate, motivating, and empowering approach to working with students and team members.
- Excellent written and verbal communication skills.
- Computer savvy, including proficiency with email, word processing, spreadsheets, Google Docs, Microsoft Excel, Infinite Campus, etc.
- A highly collaborative, results-oriented, adaptable, problem-solving self-starter.

Mission Alignment

Mission-aligned members of the New Legacy community:

- Dedicate themselves to the school's mission and vision, adopting a "whatever-it-takes" attitude in helping our students succeed.
- Understand that relationships are essential to working with students who have been disengaged from their education and are at-risk of dropping out of school. Staff members pursue appropriate and healthy relationships with students, including advocating for them and their success.
- Believe our students have strengths and assets, and build on these strengths in their work. Maintain a positive attitude and a solution-based approach to challenges in the work place.
- Oversee open and consistent communication with students and their families about their academic progress, health success and needs, parenting success and needs, individual graduation plans, and college planning. Also communicate proactively with colleagues about student needs to ensure integrated support.
- Are committed to restorative justice as a mean of addressing conflicts or challenges in the community, whether between students, staff members, or students and staff members.
- Are committed to inclusive excellence. This means they are willing to engage in conversations about privilege, power, equity, and diversity, and are willing to invest time in community-building and professional development based on inclusive excellence.
- Are active participants in a supportive and demanding professional community that fosters respect, trust, honesty, risk-taking, open-mindedness, flexibility, collaboration, and continuous improvement.

Application Process

To apply for the High School Assistant Principal position, submit a cover letter and resume (with references) to Leah Bock, High School Principal, at lbock@newlegacycharter.net. Salary range is \$55,000-\$65,000 with benefits, commensurate with experience. In the cover letter (no more than 2 pages), applicants should address the following questions:

1. Why are you interested in working at New Legacy Charter School?
2. What role should public schools play in addressing issues of equity in our society?
3. How can schools best find a balance between setting high academic expectations for individual students and supporting these students by "meeting them where they are" in life?