

## TPCSC Founding Assistant Principal Job Posting

**Pay:** \$75,000.00 - \$121,000.00 per year

### **Job description:**

#### Job Summary:

Tapestry Public Charter School Clayton seeks an energetic, compassionate, and committed founding assistant principal to support the principal and staff and ensure that students have the social, emotional, and academic skills needed to succeed in a fully inclusive secondary setting.

#### Essential Qualifications:

- Masters Degree in Education, Education Administration, or closely related area
- Certification in Leadership
- Minimum three (3) years classroom teaching experience
- Some experience as a special educator and direct management of Individual Education Plans (IEP)
- Experience as a teacher leader
- Successful teaching experience in a middle and/or high school setting
- Positive, inclusive, and welcoming attitude
- Detail-oriented
- Demonstrated ability to work collaboratively with an instructional team
- Relevant experience working with diverse populations of students, including those on the autism spectrum
- Excellent written, oral communication, and listening skills

#### Preferred Qualifications:

- Successful administrative experience in a middle and/or high school setting
- Experience with state-mandated testing
- Successful experience in providing social/emotional/behavioral supports for students
- Experience in leading schoolwide reform efforts
- Experience in leading professional development
- Experience in developing and scheduling schoolwide programs
- Experience with restorative justice practices

#### Responsibilities:

- Support the mission of Tapestry Public Charter School
- Provide administrative and supervisory support to the principal
- Under the supervision of the principal, and in collaboration with counselors and teaching staff, provide social and behavioral support for all students
- Respond to and monitor all student disciplinary referrals
- Assist with planning, implementation, and coordination of curriculum and all instructional and non-instructional programs
- Conduct staff evaluations
- Coordinate full time equivalent (FTE) processes at local site
- Serve as local site standardized test administration coordinator
- Assist with ensuring IEP compliance
- Assist with and facilitate timely and effective communication to staff, parents, students, and Tapestry Board
- Develop schedules for all middle school/high school programs
- Assist with and co-lead professional development for faculty and support staff
- Perform other duties as assigned

Compensation:

\$75,000.00 - \$121,000.00 commensurate with experience

Tapestry Public Charter School is an equal opportunity employer committed to building a diverse staff and encourages applications from persons of all backgrounds.

Before hire, applicants must satisfy a background investigation including a criminal background check.

To apply for this position, interested candidates should send (1) a cover letter summarizing interest, skills, and qualifications; (2) a resume or curriculum vitae; (3) the names, addresses, email addresses, and telephone numbers of at least three professional references; and (4) a philosophy of education statement

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Job Type: Full-time

Benefits:

- Dental insurance
- Employee assistance program
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Retirement plan
- Vision insurance

Work Location: In person