**Community School for Creative Education (CSCE)**

**Assistant Head of School**

**Job Description**

***2022-2023***

**Job Description**

**for review and sign off**

***Reports to:* CSCE Head of School**

**Overview:**

***Qualifications***: CSCE is seeking an Assistant Head of School who possesses most or all of the following qualifications:

* BA, with advanced degree preferred;
* At least three years teaching experience with proven track record of elevating student achievement preferred;
* At least one year of experience leading, managing and coaching a team of adults that demonstrates ability to drive results through others;
* A hunger for feedback and self improvement;
* A high level of ownership over the overall outcomes of the scholars they lead;
* Self-awareness, with an ability to treat all members of the school’s community with respect and an accurate idea of one’s own strength and weaknesses;
* Skilled in content, pedagogy and data-driven instruction as evidenced by quantitative and qualitative data;
* An ability to embrace of the CSCE equity-focused intercultural Waldorf vision is required;
* Strong collaboration, interpersonal and communication skills, including working effectively with people from diverse backgrounds and with diverse perspectives
* Strong organization, self-management and problem-solving skills with the ability to handle many responsibilities simultaneously;
* Experience or knowledge of Waldorf education preferred.

***Key Duties of the Assistant Head of School:***

Curriculum and Instruction Guide and Coach

* Strengthen school’s ability to foster a culturally responsive classroom
* Collaborates with Instructional Leadership Team to plan and execute curriculum and instruction that braids Waldorf and EL Education and other tested curricula to foster student growth, creativity, and agency through aligned, culturally relevant materials and pedagogy
* Develops teachers’ ability to foster a culturally responsive classroom
* Oversees and collaborates with the Dean of Support Services and Intervention Specialist to plan and execute curriculum and instruction that is culturally relevant and fosters student growth, creativity, and agency through aligned, culturally relevant materials and pedagogy
* Manages the effective implementation of curriculum and instruction, including providing feedback to teachers on their lessons
* Supports partnership with teachers and Special Education Team to ensure that all students, including those with exceptionalities, have the access and support needed to achieve

*School Culture*

* Partners in leading a culture that results in a love of learning, student agency, and full range of student learning and growth
* Builds an engaged, diverse, and inclusive school community
* Supports staff and students to demonstrate consistent values and positive behaviors aligned to the school’s vision and mission
* Waldorf-aligned PBIS System & Discipline - Supports Dean of School Culture and CSCE Parents Families in Action in Indicator Finalization and Roll Out of 2022-23 Waldorf-aligned equity focused CSCE PBIS System.

*Racial equity mindset*

* Models and supports a race equity culture, including skill building and leading self and others through awareness, growth, and development
* Continuously strengthens personal and staff knowledge and expertise in effective Waldorf-aligned equity-focused instructional design and academic standards in conjunction with the Instructional Leadership Team

*Effective teaming*

* Promotes and develops strong teams of teachers that collaborate, communicate, and work together for CSE students and community
* Observes and coaches instructional staff leading to pedagogical growth and student achievement
* Plans and leads professional development that results in improved pedagogy and student achievement
* Creates and executes coaching plans and evaluations to ensure development of instructional staff

*Strategic Leadership*

* Works collaboratively and thinks flexibly to support and improve systems and decision-making processes that strengthens outcomes
* Supports and strengthens a data-driven and data-hungry culture that relentlessly seeks continuous improvement
* Creates, strengthens, and maintains academic and culture systems and procedures

*Whole Student Focus*

* Establishes, fosters, and sustains a culture of academic success and social-emotional development through partnerships with students, staff, families, and community
* Fosters and sustains a warm, welcoming, and inclusive environment for scholars, families, and staff
* Implements a vision that exhibits a deep belief in the potential of all students and leads to improvement for all learners
* Engages families and communities in support of child’s learning and school learning goals, and supports teammates in building family partnerships

*Operational Compliance Focus & Technology Fluency*

* Master Calendar Design and Roll Out Leads in design and ongoing updating of CSCE Master Calendar & Bell Schedule
* Attendance and Participation. Leads Attendance Team, Monitors Daily Attendance and works with Attendance Team to strengthen systems processes and actions to- by student and school wide by student group - reach daily attendance targets and address needs of students and student groups showing risk of becoming chronically absent in order to meet and exceed chronic absence target goals 2022-2023 and advance to LCAP goal of 95% ADA school wide
* Technology Tools. Evaluates and uses technological tools regarding attendance (PowerSchool); analysis of NWEA and F&P and more , and coaches others in their use to strengthen school results and student achievement

**Qualifications:**

* Bachelor’s degree, with advanced degree preferred
* At least three years teaching experience with a proven track record of elevating student achievement preferred
* At least one year of experience leading, managing, and coaching a team of adults that demonstrates ability to drive results through others
* A hunger for feedback and self-improvement
* A high level of ownership over the overall outcomes of the scholars they lead
* A hunger for feedback and self-important
* Self-awareness, with an ability to treat all members of the school’s community with respect and an accurate idea of one’s own strengths and weaknesses
* Skilled in content, pedagogy, and data-driven instruction as evidenced by quantitative and qualitative data
* Strong collaboration, interpersonal and communication skills, including working effectively with people from diverse backgrounds and with diverse perspectives
* Strong organizational, self-management, and problem-solving skills with the ability to handle many responsibilities simultaneously
* Alignment with the educational philosophy and core beliefs of Ascend Learning

###

**Compensation:**

Salary & benefits commensurate with experience and credentialing

**Physical Demands:**

Frequent: Sitting, walking, standing, reading, writing, keyboarding, close visual work, conversing, and listening.

Occasional: Lifting and Carrying

Infrequent: Pushing and Pulling

Maximum Weights: Lift 25 lbs. /Carry 25 lbs.

Bonding and/or Testing Required: Clear TB Test, Criminal Justice Fingerprint Clearance

**Work Environment:**

School site environment; subject to frequent interruptions, demanding timelines and contact with employees and the public.

**CSCE is an equal opportunity employer**

CSCE employs staff of any race, color, national or ethnic origin, ancestry, citizenship, religious affiliation, actual or perceived gender, sexual orientation, marital status, veteran status, age, physical or mental disability, or medical condition where the latter do not impair job performance with reasonable accommodations, and accords them all rights, privileges, programs, and activities generally accorded to and made available to staff at the school. CSCE will not discriminate on the basis of any of the above factors, nor any basis prohibited by law.