JOB ANNOUNCEMENT

School Leader/Principal
Charter Middle School

500 Lucas Ave.
Los Angeles, CA  90017
Tel: (213) 250-4800

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Please submit an updated resume and cover letter (400 words or less) to Rosanna Velarde, HR11@paralosninos.org

THE OPPORTUNITY
Para Los Niños is seeking an energetic, outcomes-focused and holistic educator with a background in middle school education to lead its middle school community.

ABOUT THE ORGANIZATION
Para Los Niños (PLN) is a nonprofit organization that enables academic success and social wellbeing for children. Through its early education centers and three charter schools (K-8), PLN offers high-quality education integrated with family supports, mental health services and parent and community engagement opportunities to children and families living in poverty in Los Angeles.

Para Los Niños operates three independent charters authorized by the LA Unified School District: the Para Los Niños-Gratts Primary Center (TK-1); Para Los Niños Charter Elementary School (K-5); and Para Los Niños Charter Middle School (6-8). There are currently 1,050 students on three campuses, and enrollment will grow to 1,120 by the 2015-16 school year. PLN also operates an after school program at all three schools. In addition, PLN serves 700 children ages zero to 5 in eight early education centers and operates a successful Youth Workforce Services program in East LA for youth ages 14 to 24, working closely with LAUSD and other community partners.

The PLN education model applies a constructivist, inquiry-based, and project-based learning approach to developing creativity and critical thinking skills. Its progressive curriculum is aligned to the Common Core and 21st Century learning skills. In addition to its pedagogy, PLN believes that wraparound services are critical to the academic performance of its students, and the agency incorporates parent and community engagement strategies to ensure its students are supported to achieve exceptional outcomes.

The population PLN serves consists of mostly emerging English language learners with a large percentage of families originating from Central America. As a result, PLN’s instruction is grounded in research designed to meet the needs of predominantly economically disadvantaged students and English Language Learners. Literacy acquisition is most effective when literacy skills are initially introduced in a child’s first language and then transferred in a systematic and supportive fashion into a second language. For that reason, PLN offers families a choice of a Transition Bilingual Education (TBE) and Structured English Immersion Programs for all students.
POSITION OVERVIEW

The School Leader will serve as the instructional leader of the PLN Charter Middle School (with an anticipated 2015/2016 enrollment of 360 students) by instilling a culture of growth, achievement, support and holistic success for all students and staff in partnership with school stakeholders, the PLN School Support team and the entire PLN organization. The campus is shared with an LAUSD elementary school and has an on-site wellness center operated by Para Los Niños. The school leader is responsible for creating and implementing policies, programs, curriculum activities, and budgets in a manner that promotes the high levels of academic achievement, the educational development of each student and the professional development of each staff member. He/she is also charged with establishing and maintaining strategic and operational supports with school and organizational staff to address barriers to learning and eliminate opportunity gaps.

As educators continue to voice the need to address challenges in urban middle schools throughout the nation and the Los Angeles region, this is an ideal opportunity for a motivated and dedicated leader. This role offers the chance for a leader to create the conditions for success for literally hundreds of middle school students, all with extraordinary potential.

ESSENTIAL JOB RESPONSIBILITIES

- Serves as instructional leader, developing school-based direction and goals in alignment with needs of middle school students, staff and stakeholders that are consistent with PLN Charter Schools’ approach.
- Builds a school learning community focused on the goal of improving student achievement with integrates student and family supports.
- Plans, evaluates and recommends school-wide programs, policies, goals and objectives.
- Builds, and implements, a course scheduling approach that meets the needs of all students
- Leads, in partnership with other principals and the Education Support Team, the ongoing development and evaluation of the PLN Charter Schools’ instructional program.
- Establishes and maintains partnerships with local high schools and relevant service providers
- Actively supports the development and growth of all teachers, staff and providers.
- Observes classroom environments and makes recommendations for improvement in instruction and classroom management as appropriate.
- Receives and responds to inquiries, concerns and complaints from teachers, students and parents. Works to resolve administrative, instructional and behavioral problems.
- Promotes a positive nurturing environment for students, staff, parents, and community members.
- Provides leadership for the development, implementation, and monitoring of school resources.
- Coordinates state and federal testing and accountability programs in conjunction with PLN’s Education Support Team.
- Participates and makes recommendations regarding the selection and assignment of school personnel.
- Directs, supervises and evaluates school personnel within areas of responsibility.
- Conducts a program of professional development education for school personnel.
- Assigns staff members and delegates the necessary authority to assist in the management and operation of the school.
- Sets and maintains high standards for student performance.
- Implements student discipline policies to support student needs.
- Provides leadership in implementing categorically funded programs.
• Develops and controls the school budget within constraints of Para Los Niños’ administrative and finance guidelines.
• Establishes strong systems for data management and analysis and making the same available to evaluators.
• Enforces policies and procedures designed to protect the safety and welfare of students and staff while on campus.
• Maintains professional standards and a school environment that is safe.
• Actively collaborates with other areas of the PLN organization (Student and Community Services, Early Education, Development & Communication, etc.)
• Promotes and represents school at various fundraising events, conferences and symposiums, and other community meetings or events aimed at promoting or developing PLN and its schools (i.e. teacher and/or student recruitment).
• Ensures compliance with local, federal and state statutes as they apply to the charter.
• Is available to attend PLN Board and Charter School Operations Committee meetings.
• Carries out mission, vision and values established by the Superintendent and VP of Charter Schools, President/CEO and Board of Directors of PLN.
• Participates in the overall agency Continuous Quality Improvement Process.
• Performs other duties as assigned by Superintendent and VP of Charter Schools.

QUALITIES AND QUALIFICATIONS

• A Master’s degree in education administration, curriculum or related field.
• Minimum of five (5) years of educational administration and curriculum development strongly preferred.
• A valid California Teaching credential. A valid California Administrative Services Credential highly desirable.
• Experience working in an urban school setting
• Knowledge of bilingual education and effective instructional practices to support English Learners.
• Knowledge of Special Education management and procedures
• Strong classroom management and discipline skills.
• Track record of producing measurable student achievement gains.
• Demonstrated leadership capabilities
• Proven management and team building skills
• Experience managing budgets, developing and implementing policies
• Ability to motivate and lead individuals and groups.
• Excellent interpersonal, verbal and written communication skills.
• Entrepreneurial ability to manage change and be responsive to community needs.
• A firm commitment to Para Los Niños mission, vision and core values.
• Bilingual (English/Spanish) strongly preferred
• Belief that all children can and will learn.
• Ability to persevere in uncertain and challenging situations with a sense of possibility, humor and perspective.
SPECIAL REQUIREMENTS

- Must have a reliable automobile for use on the job (mileage to be reimbursed). Valid California Driver License. State required automobile insurance coverage;
- TB clearance, to be renewed every two years.

PHYSICAL REQUIREMENTS

- To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.
- Approximately 50% of time is spent sitting, while frequently required to walk, stand and bend. Must be able to talk and hear well. Good vision is imperative. Occasionally required to stoop, kneel, crouch or crawl. Employee will be required to lift and/or move unassisted up to 25 pounds.

APPLICATION PROCESS

To apply for this position, please submit a resume with a cover letter (400 words or less) explaining your interest and readiness for this leadership opportunity. Please send application materials and direct any questions to Rosanna Velarde, HR11@paralosninos.org.

Applications will be reviewed on a rolling basis, so we encourage interested candidates to apply immediately.

Salary: Commensurate based on education and experience
Status: Exempt/Full-time
Location: Downtown Los Angeles, CA
Benefits: PLN offers an excellent benefit package, which includes full health, dental and life insurance, vacation, sick days, holidays, EAP and 401k plan.

**Position is open until this announcement no longer shows on our website.

*Para Los Niños is an equal opportunity employer.*