



WISSAHICKON CHARTER SCHOOL

Lower School Director – Fernhill Campus

Overview

Wissahickon Charter School is looking for a Lower School Director for our Fernhill Campus. The Lower School Director at Wissahickon Charter School (WCS) is the instructional leader for grades K-5 and a member of the schools' leadership team. S/he is responsible for the ongoing refinement and implementation of academic and social curriculum that builds children's intellectual, social, and character development. The Lower School Director supervises, coaches and evaluates all K-5 teachers and teaching assistants, enabling faculty to best address the wide range of learning styles, needs and interests of WCS students. To this end, s/he regularly collaborates with the Middle School Director, Director of Learning Support, and Dean of Culture to plan and execute cohesive, targeted professional development that moves the school towards accomplishing its' academic and behavioral goals. As a member of the leadership team, the Lower School Director plays a key role in establishing and sustaining a positive school culture for students and adults. The ideal candidate will have a record of successfully supporting and developing students and teachers, and will possess a deep-seated belief that all children can learn. This position reports to the Chief Operating Officer. Serving as the Lower School Director at WCS is an outstanding opportunity to improve the academic and social-emotional outcomes of children from across the city of Philadelphia.

Key Responsibilities

- Work closely with the CEO, COO, Middle School Director and leadership team to ensure a seamless K-8 program
- Oversee the implementation of clear, cohesive curricula and classroom management techniques, and stay abreast of researched best practices in education
- Establish and maintain an approachable and transparent culture of leadership
- Support, coach and evaluate lower school faculty and teaching assistants to ensure effective instruction
- Provide timely individualized, competent, and concise verbal and written feedback
- Analyze internal and external student performance data to identify struggling students, curriculum shortfalls, and teacher quality issues, and make logical adjustments as needed
- Gather feedback from staff regarding their professional development needs, and create and implement regular staff, team, and school-wide professional development
- Proactively build school culture in collaboration with the Dean of Culture
- Oversee day-to-day administration of the school alongside other members of the on-site leadership team, and communicate and respond appropriately in emergency situations
- Create, manage, and evaluate operational processes including scheduling and budget to ensure student achievement
- Maintain the lower school budget and prioritize resources in alignment with school goals
- Make recommendations regarding the hiring, retention, and assignment of faculty and staff, and manage personnel in a manner consistent with the school's values and goals
- Assist in the process of recruiting new families and staff to WCS
- Run regular meetings with lower school faculty to address school matters
- Build relationships with families to support student growth and inform educational decisions, and support teachers in engaging parents and communicating with families



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Qualifications

- 5 or more years of K-5 classroom teaching experience, with at least 2 years in an urban school setting
- No fewer than 2 years of demonstrated success supervising or leading a team of educators
- Bachelor's degree required, Master's degree in education or related field preferred, Pennsylvania Elementary Principal Certification a plus
- Superior knowledge of elementary curriculum and instruction, including Pennsylvania Standards, Common Core Standards, Teachers College Reading and Writing Project, and Go Math
- Student-centered with an ability to set a high standard of excellence and hold all community members accountable; superior grasp of effective behavioral strategies
- Strong process, people, and project management skills with a proven ability to train, supervise and coach instructional staff
- Demonstrated success in raising academic performance and improving school culture, using data to measure progress and manage accountability
- Ability to prioritize and implement program goals and effectively manage school processes and systems
- Collaborative and consensus-based management style, with the ability to build, lead and foster collaboration among a high-performing leadership team and faculty
- Strong oral and written communication skills, and the ability to communicate effectively across a diverse range of stakeholders and constituents
- A commitment to honest and open dialogue about race, equity and bias in our school systems and relationships
- Commitment to the mission of Wissahickon Charter School and the belief that all children can learn

About Wissahickon Charter School

Wissahickon Charter School's first and current campus, Fernhill, opened in 2002 and serves 480 K-8 students from across Philadelphia. Our second K-8 campus, Awbury, opened in the fall of 2014. Wissahickon Charter School's mission is to provide a community of learning that stimulates and builds children's intellectual, social, and character development. Wissahickon Charter Schools are planned around three essential elements: an environmental focus that allows students to experience the curriculum, recognition of service learning projects as key in students' success, and an emphasis on families as partners in the learning experiences of their children.

How to Apply

To be considered, please send the following to applicant@wissahickoncharter.org. Please indicate "Lower School Director" in the subject line.

1. Cover letter indicating why you would be a great fit for this position and WCS
2. Resume

Wissahickon Charter School is committed to hiring a diverse staff and encourages those from traditionally under-represented backgrounds to apply. Wissahickon Charter School does not discriminate in hiring or employment, or in the administration of its educational policies, admissions policies, or other programs.