



Middle School Director – Awbury Campus

Overview

Wissahickon Charter School is looking for a Middle School Director for our Awbury Campus. The Middle School Director at Wissahickon Charter School (WCS) is the instructional leader for grades 6-8 and specialists, and is a member of the school's leadership team. S/he is responsible for the ongoing refinement and implementation of academic and social curricula that builds children's intellect and character. The Middle School Director supervises, coaches and evaluates all 6-8 teachers, apprentice teachers, and specialists. S/he enables 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 Lower 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 Middle 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 Executive Officer. Serving as the Middle 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, Lower 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 middle school faculty, specialists and apprentices to ensure effective instruction
- Provide timely individualized 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 budgeting
- Maintain the middle 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 the middle 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

Qualifications

- 5 or more years of middle school classroom teaching experience, with at least 2 years in an urban school setting
- No fewer than 2 years of instructional leadership experience in a school setting
- Bachelor's degree required, Master's degree in education or related field preferred, Pennsylvania Elementary Principal Certification a plus
- Superior knowledge of middle school curriculum and instruction, including Pennsylvania Standards, Common Core Standards, and the Teachers College Reading and Writing Project
- Knowledge of Open Up math curricula a plus
- 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 "Middle 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.