



Role: Academic Dean

Organization: Collegiate Charter High School of Los Angeles

Reports to: Executive Director

Start date: July 5, 2018 for the 2018-2019 school year

Organization

Collegiate Charter High School of Los Angeles is a public charter school offering a new model of academic rigor and college preparation in East Los Angeles. The school's founders believe that all students, regardless of race, socioeconomic class, or country of origin, can achieve at high levels when they have access to high quality K-12 education. Collegiate's small school model features an extended day and year, individualized tutoring and support to meet all students' needs, daily academic advising, a rigorous academic curriculum, and intensive college advising to ensure that 100% of our students attend and graduate from the four-year colleges of their choice.

Collegiate opened in August 2015 with 9th grade and currently serves approximately 150 students in grades 9 through 11. The school will add 12th grade in fall 2018 and, we will graduate our founding class in spring of 2019. Ninety-three percent of our students are eligible for free or reduced-price lunch; 86% of our students will be the first of first in their families to graduate from 4-year colleges. Tuition-free and open to all, Collegiate serves any student who is ready to commit to the hard work of climbing the mountain to college graduation.

About this Role

Developing a new charter school and putting it on the path to success takes tremendous dedication, strategic planning, and hard work from a high-capacity and cohesive team of educators. As a senior member of Collegiate's leadership team, the Academic Dean will play a pivotal role in shaping instructional vision and operationalizing instructional systems that define excellent teaching and learning at Collegiate. Leveraging best practices and resources from high performing high schools nationally, the Academic Dean will work to ensure that each Collegiate student has access to a rigorous curriculum, great teaching, and the academic support they need to succeed at top colleges. The Academic Dean will teach a class during their first year and will model strong daily classroom instruction, planning, and data practices for others. This is an excellent opportunity for a mission-driven, whatever-it-takes go-getter who wants to have significant impact on educational trajectories and outcomes for hundreds of students each year.

Roles & Responsibilities

Achievement-Oriented School Culture Champion: Create a positive, achievement-oriented, and structured learning environment that excites and invests students, motivating students to realize high academic and behavioral standards:

- Exemplify Collegiate's core values in all interactions with students, families, and adult team members.
- Hold all students accountable through implementing school's code of conduct and positive behavior system during class, transitions, meals, trips, and school events.
- Serve as an academic advisor and champion Collegiate's vision for positive college-going culture among all advisees.
- Implement with fidelity all shared systems at Collegiate (homework policy, behavior management system, uniform policy, etc.).
- Build classroom community by investing families in students' academic success and development of strong character and leadership traits.

Exceptional Teacher Leadership: Serve as the instructional leader for the school providing vision and support through daily, weekly, and monthly individual and whole-group professional development:

- Use a research-proven instructional rubric and scope and sequence of teacher development standards to plan and lead weekly coaching cycles that support strong teacher growth in driving breakthrough student achievement outcomes.
- Plan, lead, and follow up on instructional coaching goals with all teachers using observation, real-time coaching, and looking-at-student-work protocols.
- Enthusiastically plan, orchestrate and lead instructionally focused professional development and data analysis team meetings on a weekly and quarterly basis.
- Work aggressively to learn and master the California State Common Core Standards and the best practices in the field for helping students master these standards.
- Establish school-wide systems and routines for daily and weekly tracking and analysis of formative assessment data to drive instruction and intervention.

Mindsets, Learning & Growth: Work constantly to improve instructional, culture-building, and leadership skills:

- Model Collegiate's core values in work with all teammates, students, and parents all the time.
- Own your learning by conscientiously and enthusiastically preparing for your own weekly coaching meetings.
- Regularly seek and seek to understand feedback from teammates with humility and a whatever-it-takes attitude.

School Leadership: Serve as an active member of the school's leadership team:

- Participate in and lead from time to time leadership team meetings.
- Plan and lead trainings at start and end of school year and on professional development days.
- Work closely with other leadership team members to support achievement-oriented academic culture through planning and leading whole-school initiatives.
- Model the Collegiate professional and core values at all times; be a visible and highly engaged leader in the school community.
- Model strong whole-group management and reinforce and uphold the school's behavioral expectations during transitions, meals, and whole-group activities.

Experience, Mind Sets, Skills, and Qualifications

- Belief in Collegiate Charter High School's mission and educational model
- Extremely high standards for student achievement
- Strong instructional and classroom management skills
- High level of personal organization, planning, and follow-through
- Team player: maturity, humility, strong work ethic, follow-through, sense of humor, relentless optimism, and a "roll-up-my-sleeves" attitude
- Excellent communication skills, especially with students and parents
- Enthusiasm for subject matter
- Adaptability and the patience to successfully navigate school start-up work
- At least 3 years of teaching experience in high school level English Language Arts, Math, Social Sciences, and/or Lab Sciences preferred with a proven record of high student achievement as evidenced by measureable growth on assessments or other valid measures of academic achievement
- At least 1 year of experience coaching teachers in a high-expectations college preparatory middle or high school
- Bachelor's degree required; Master's degree preferred
- *Single-subject California teaching credential required; California administrative credential preferred*

To Apply

Please email your resume and cover letter to Executive Director Vanessa Jackson at vanessajackson@collegiatecharterhighschool.org.