

**PUENTE Charter Elementary School**  
**Vice Principal**

**About PUENTE Learning Center**

PUENTE Learning Center is a place for learning, achievement and success. We are committed to making education and job training skills accessible to all. We offer classes for students ages 3 to 80+, from preschool to adults, including computer literacy, English as a Second Language, High School Diploma, a charter elementary school, and after school and summer programs. PUENTE is proud to be part of the Boyle Heights neighborhood, a primarily immigrant community and serving over 100,000 students in our 35-year history.

PUENTE Charter School is a TK-5 operated by PUENTE Learning Center. The elementary school offers a family-centered, outcomes-based learning experience designed to have children meet and exceed Common Core State Standards mastery, English-learner reclassification and build a solid foundation for lifelong academic achievement.

**Position Overview**

The Vice Principal serves as an administrator for the elementary charter school, working in collaboration with the Principal, leading the engagement with school stakeholders including students, parents, staff members and collaborative partners to ensure a strong and effective school culture in support of the goals and desired outcomes of the charter, most importantly, high-performing overall academic program operations and compliance with the Los Angeles Unified School District and the California Department of Education.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

Work collaboratively with the instructional team and office staff members in support of charter goals for enrollment, attendance, retention, academic program implementation, and a positive home-to-school connection.

*Discipline and Culture*

- Create, implement, and monitor student discipline policy
- Monitor and share discipline/culture data to inform decision-making
- Support the building of a positive nurturing school culture for students, teachers and parents
- Build and maintain positive and supportive relationships with parents, community members, and organizations
- Identify and implement discipline/management solutions to reduce the incidences of off-task or disrespectful behavior
- Develop a strong school community and identity by planning and facilitating, along with the instructional team, school-wide events
- Cultivate strong relationships with community partners, advocate for students and their parents; help provide access to multiple types of resources for our students and families.
- Monitor attendance

*Compliance*

- Ensure the school is adhering to all local/state compliance and reporting requirements.
- Ensure compliance to Charter School expectations (facility, punctuality and attendance, dress, decorum, parking, etc.)

## *Operations + Professional Development*

- Work with the school operations team to manage administration of major student assessments;
- Work with the school operations team to develop an academic year calendar in support of school culture.
- Support the school-based operations team to ensure seamless execution of all operational systems each day, including, but not limited to, food provision, transportation (arrival and dismissal), emergency plans, facility maintenance and upkeep, school decor and beautification, supply and asset inventory and maintenance (technology, books, classroom supplies, etc.).
- Attend SST & IEP meetings, as per the Principal
- Respond to student and staff issues, as per the Principal

### **MANAGEMENT RESPONSIBILITIES**

- Co-Supervise Charter school program staff
- Co-Supervise Office staff
- Conduct performance evaluations, as requested by the Principal
- Provide instructional support as needed
- Mentor teachers
- Conduct professional development sessions
- Participate in all duties and responsibilities as appropriate for a PUENTE Team member
- Other duties as assigned by the School Principal

### **PERSONAL ATTRIBUTES**

- Dedication to mission driven work. Passionate advocate for the mission and those being served through the organization.
- Outstanding communication skills. A collaborative and communicative work-style that translates into measurable results with internal partners.
- Excellent strategic, organizational and school management skills. A decisive, “roll-up-the sleeves” attitude.
- Enthusiasm for all subject areas and for on-going acquisition of knowledge across all areas.
- A person who is comfortable with change for the growth of the child and school.
- Commitment to diversity, equity, and inclusion.
- Must have the ability to motivate and inspire confidence among staff, colleagues, and volunteers.
- Constant learner who seeks to expand their knowledge for all subject areas and open to new ideas and innovations to enrich their work.
- A self-motivated, confident and influential style that is coupled with sensitivity and flexibility. A strong leader with high emotional intelligence and professional standards.
- Character and substance; a person with the highest ethical standards.
- Positive attitude is a must.

### **EDUCATION, CREDENTIALS AND EXPERIENCE**

- A valid and current California K-12 Teaching Credential
- Possess an Administrative Services Credential
- Minimum of 5 years of teaching experience, with experience teaching the community PUENTE serves (English Language Learners)
- Minimum of 1-2 years in administrative, leadership or coaching position

- Demonstrated success working with a diverse student population
- Demonstrated record of meeting deadlines for school compliance operations
- A strong background in and command of a California Common Core Student content area and the ELD framework

Job Type: Full-time

Salary: \$71,000.00 - \$78,000.00 per year

To apply, please send a cover letter and resume via email to Tesa Marquez, Director of Human Resources, at [tesa@puente.org](mailto:tesa@puente.org). No phone calls please.

Review of applications will begin immediately