

PUENTE Learning Center
Charter Elementary School Principal

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 student's ages 2 to 80+, from preschool to adults, including computer literacy, English as a Second Language, High School Diploma, a charter elementary school, 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 40-year history.

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

POSITION OVERVIEW

The Charter Elementary School Principal is a key position for PUENTE Learning Center, working under the supervision of the Managing Director. This experienced professional will work with the School's management team to instill a culture of growth, achievement, support and success for all students, staff and the entire organization. This school leader is responsible for creating and implementing policies, programs, curriculum, and activities, 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. This role will be responsible for establishing and maintaining strategic and operational supports with school and organizational staff to address barriers to learning while adhering to PUENTE Learning Center's standards and educational philosophy, and to ensure compliance as a public charter school.

LEADERSHIP

To provide the leadership required in this position, the Charter Elementary School Principal should possess a combination of personal qualities, including high-emotional intelligence, and instructional expertise experience. The role should possess a high level of integrity, energy, a passionate desire to lead, a commitment to continuous improvement, and a willingness to embrace and overcome challenges and advance the school and organization through a close and collaborative working relationship with the senior team.

KEY RESPONSIBILITIES

- Providing strategic instructional leadership for the school
- Ensuring high standards of achievement for students
- Ensuring a strong school community culture
- Developing effective systems for managing resources
- Institutional development
- Actively support and oversees the development and growth of all teachers, staff and providers.
- Developing school community relations
- Ongoing review and analysis of student achievement data
- Reporting at governing board meetings
- Development and implementation of school policies and procedures
- Creates a positive rapport with parents, students and all staff

- Reporting to the Los Angeles Unified School District and the State of California Department of Education
- Participates and makes recommendations regarding the selection and assignment of school personnel and evaluates school personnel within areas of responsibility
- Supervision of all Charter staff by directing, guiding, and supporting each team member. Including providing training, and evaluating performance to ensure goals are met.

ESSENTIAL FUNCTIONS

▪ TEACHING AND LEARNING

- Develop a shared instructional vision among all teachers and staff
- Embrace a systematic use of formative assessment data to guide learning and drive instruction
- Align Common Core State Standards (CCSS) with the instructional design
- Poses in-depth knowledge of designated and integrated English Language Development
- Develop intervention strategies for student subgroups
- Strengthen special education programming in compliance with special education laws, to ensure success for students with special needs
- Strengthen service to gifted students with intentional instructional design, resources and practices

▪ SCHOOL CULTURE AND BEHAVIOR

- Establish high expectations for student achievement and behavior
- Place an emphasis on meeting the need of each student and family
- Partner with families to enrich the culture of the school and strengthen the home-to-school connection
- Maintain a student support system which addresses student academic and behavioral needs

▪ FACILITIES/OPERATIONS

- Recommend facility maintenance/improvements
- Oversee student and personnel data management and analysis
- Initiate and monitor contracted services (as needed)

▪ HEALTH AND SAFETY

- Implement policies to ensure state and federal compliance
- Maintains professional standards to provide a safe and clean school environment
- Identify potential liability issues

▪ STUDENT RECRUITMENT AND ADMISSIONS

- Oversee the school admissions process-ensuring compliance with state charter school law

▪ COMMUNITY RELATIONS

- Solicit public support for the school's academic and extracurricular programs
- Experience working in relationship with the charter authorizer, the Los Angeles Unified School District, including oversight compliance
- Serve as an ambassador and advocate of the school
- Assumes other responsibilities as assigned by the Managing Director

SPECIAL PROJECTS

- ❖ Support with renewal petition for charter school
- ❖ Serve as liaison with LAUSD during renewal process
- ❖ Coordinate events at the request for the Managing Director

QUALITIES AND QUALIFICATIONS

- A Master's degree in education administration, curriculum or related field
- Minimum of five years of curriculum development and instructional coaching strongly preferred
- A valid California Multiple Subjects Teaching Credential and English Learner certification is required.
- A valid California Administrative Services Credential is required.
- Experience working in an urban school setting
- Knowledge of English Language Development, Bilingual Education and knowledge of Dual Language programs is preferred
- Knowledge of Special Education instruction, processes & procedures, and familiarity with the Multi-Tiered Systems of Support (T1, T2, and T3)
- Ability to support/teach and monitor teachers' classroom management and discipline skills
- Evidence of student achievement growth in their educational development
- Demonstrated leadership capabilities that include mentoring and coaching staff
- 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
- Bilingual (English/Spanish) is required.
- Ability to persevere in uncertain and challenging situations with a sense of possibility, humor and perspective
- A commitment to PUENTE Learning Center's mission, vision and core values

Job Type: Full-time

Pay: \$115,000.00 - \$132,000.00 annually

To apply, please send a cover letter and resume via email to Tesa Marquez, Administration and HR Manager, at tesa@puente.org. No phone calls please.

Review of applications will begin **immediately**.