

Vice Principal - Leadership High School

WHO WE ARE

Our mission is The mission of Leadership High School is to develop college-ready youth leaders whose lives are rooted in love, justice, resilience, emotional and physical well-being.

We nurture tomorrow's leaders by...

- Ensuring that each student is known well and cared for as a learner and an individual;
- Fostering a culture of academic excellence and college-readiness for every student;
- Cultivating strong community among and between students, staff, and families;
- Providing intensive intervention and support to accelerate learning when needed;
- Maintaining a staff characterized by pedagogical expertise, reflection, cultural competency, and data-driven action

Leadership's Board and staff embrace the belief that it is our work to provide a rigorous curriculum to prepare scholars for the college-selection process and the ability to do college-level work, as well as developing community leaders who will thrive socially and economically. We are proud to be a small high school in San Francisco specifically focused on empowering students to be the first in their families to attain a four-year college degree. With nearly 85% of graduating seniors to be the first to go to college, Leadership staff centers wellness alongside teaching rigorous and culturally relevant content to prepare students for what lies ahead.

This year, Leadership High School ("Leadership") celebrates its twenty-second year. It is the oldest charter high school in San Francisco, and the oldest start-up charter high school in the State. Leadership student demographics have evolved significantly since the school's inception. Leadership now serves a population that comes, by and large, from communities that have been historically underserved in our city and, at 79%, the highest percentage of Latinx students of any high school in San Francisco.

OUR APPROACH

We believe that every child should be well known by at least one adult on our campus. Our advisory system creates the structure for each child and family to have one person who serves as their liaison and leads in creating a community of care to best meet the young person's academic goals and support their socio-emotional health. Leadership has a well-developed, highly effective Advisory program that ensures that every student is known well by at least one adult and is supported in a community of fellow students. Through Advisory, every student at Leadership receives college advising, starting in the ninth grade. In the 12th grade, Leadership students present a portfolio and an exhibition as demonstration of their progress toward mastery of the School Wide Outcomes. These presentations are part of our graduation requirements.

POSITION SUMMARY

Leadership High School is currently accepting applications for Vice Principal. We are looking for a committed school leader whose main area of responsibility will be cultivating and maintaining school climate and culture. We are looking for dedicated leaders who are ready, willing, and able to support our high school students on the journey to college and being leaders in their communities, as well as supporting our staff and faculty fulfill our mission, with a focus on equity, social justice, and anti-racist pedagogy and practices.

The Vice Principal will be the leader of the Culture and Climate Team, to support students holistically. The Vice Principal will develop and implement the school wellness programs, engaging staff, students and parents. Additionally, the Vice Principal will shape and drive our school-wide culture plan with a restorative practices approach and a focus on creating joy and resistance against systems of oppression. The Vice Principal is also a member of the Instructional Leadership team to bridge the work of pedagogy, curriculum and wellness.

The Vice Principal is a visionary who enjoys collaborating to create school culture across grade levels that highlights belonging and warmth at a small school. At Leadership, we believe that every child deserves a space for their education that truly sees them and does what it takes to support them academically and socially. We also believe that every member of our staff deserves a working environment that truly sees and supports them. We strongly encourage applications from people who are first-generation college graduates, people of color, and members of other marginalized communities.

Key Responsibilities

Cultural and Climate Leadership

- Design and implement school-wide culture plan with consistency and follow-through, in partnership with Principal
- Support teachers and staff to hold all students to high and consistent behavioral and academic expectations (implementing our restorative framework)
- Lead Culture and Climate Team (counselor, Wellness committee, attendance liaison, Director of Administration, Dean of Students, Athletic Director) in analyzing school culture data, updating student-centered policies, and leading Professional Development to ensure fidelity to systems
- Oversees Wellness programs, including socio-emotional learning in advisory and professional development connected to wellness and SEL
- Supervise Academic Counselor and part-time Social Worker
- Communicate proactively positive and constructive feedback with staff, students and parents
- Leads team to create joyful experiences for students including All School Meetings, special events, yearbook, sports

Operational Leadership

- Attends IEP meetings to help craft goals and determine accommodations for RSP students
- Supervise before school, lunch, passing and dismissal
- Attend evening and weekend events (enrollment, sports)
- Work closely with Principal to coordinate administration of assessments and the use of

- PowerSchool, including scheduling, grades, transcripts, and overall data integrity
- Work closely with Principal and Office Manager to coordinate all attendance reporting
- School Safety: Schedule emergency drills, coordinate school emergency communication, update and assemble emergency binders, injury/incident reporting, manage emergency supply inventory and distribution, annual student health screenings

Other

- Assist with recruiting, hiring, supervising, supporting, developing, evaluating, disciplining and termination of staff
- Act as Senior Administrator on duty when the Principal is off-campus or unavailable to staff or students.
- Complete other duties as assigned by the Principal

Qualifications:**Required:**

- B.A./B.S degree and Administrative Services Credential
- 5 years of teaching experience in an urban school setting
- Proven track record of working successfully with parents and families including black families, Latinx families, and families who experience homelessness
- Successful school leadership experience, ideally in a school with a restorative framework and/or personalized learning
- Strength in developing positive student and adult culture in schools
- Holds a deep equity stance with demonstrated experience working with diverse student populations
- Strong problem-solving and change management skills; an ability to adapt to rapidly changing circumstances
- Exceptional interpersonal skills and a keen ability to cultivate relationships with adult stakeholders
- A strong listener with excellent communication skills, written and verbal
- A commitment to the mission and values of Leadership High School
- Holds high expectations for students and staff
- Keen instructional lens and an ability to navigate evolving needs of student learning and teaching as a result of Covid-19

Preferred:

- M.A. degree in education or similar field
- Bilingual (Spanish/English)
- Experience with required state assessments, school compliance, school program and reporting

Compensation and Target Start Date:

- Position starting July 2021
- Salary: Starting salary range will be \$105,000 - 120,000 commensurate with experience
- School Holidays, Federal Holidays and sick & personal paid time off
- Medical, dental, and vision benefits offered with organizational contribution towards costs
- 403b, State Teachers Retirement System, Flexible Spending Account Plans

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domestic partner status, physical or mental disability, medical condition, genetic information, military or veteran status, primary language, citizenship or immigration status, or any other consideration made unlawful by federal, state, or local laws.