

Boston Public Schools

Head of School TechBoston Academy

JOB POSTING

Job Details

Title: Head of School

Reports to the Governing Board Chair and appropriate High School Superintendent

General Description

TechBoston Academy is currently seeking a visionary and dynamic individual to serve as our head of school.

We seek a highly effective school leader with a track record of success who also possesses an exemplary managerial, instructional, and an operational skill-set.

TechBoston Academy is a 6-12 Pilot School of approximately 1000 students that offers a college preparatory curriculum which includes project based and interdisciplinary learning and where technology is a bridge that connects students to their learning experience.

The leader must be committed to TechBoston Academy's mission that "every student can learn and develop into a responsible citizen when provided with an environment that is nurturing, challenging, and learner-centered." Our Head of School must be able to:

- Provide a physically, emotionally, and intellectual safe environment for all learners and adults
- Embrace an antiracist leadership approach and promote cultural awareness and competency in all aspects of the school
- Champion instructional practices that are designed to meet the learning needs of each student
- Foster the widespread use of technology across all curricular areas to support and enhance students to be able to fully demonstrate their learning
- Demonstrate leadership that engages educators in ongoing reflection, formal and informal collaboration, and professional development to improve student learning and well being
- Lead school-wide organizational practices designed to meet the learning needs of each student
- Ensure that all students receive appropriate intervention strategies to support their academic, social and emotional success
- Create strong partnerships with parents, students, and the community as a key strategy for improving student learning outcomes
- Develop and sustain a diverse education team that effectively supports all students in achieving at high levels and overcoming opportunity and achievement gaps

RESPONSIBILITIES

Instructional Leadership

- Recruit, hire, develop, and retain diverse teachers and staff to create an education team that meets the learning opportunity needs of all students in the school, including those in regular education, students with disabilities, and English Language Learners
- Continue to develop and implement the Transformation Plan that sets the direction for school improvement efforts
- Be responsible and accountable for ensuring all students leave the school ready for the demands of their next steps in education, college, career, and life
- Maintain and resource a school-wide technology plan that effectively implements significant technology resources to differentiate instruction and support academic enrichment
- Analyze student achievement results to identify areas in greatest need of improvement and to inform school improvement efforts
- Ensure that the learning needs of all students--special education, English language learners, and general education are met with appropriate instructional programming
- Effectively supervise and lead evaluation of all educators, managerial employees, and support personnel
- Support and supervise the design of rigorous, standards-based instruction with measurable outcomes as well as Project Based and Student Centered Learning initiatives.
- Lead classroom observation cycles to analyze daily instruction, supervise staff and provide feedback
- Lead Culturally Responsive Instruction Observation practices to promote the school's commitment to antiracist instructional priorities

Management and Operations

- Be highly skilled at managing the facility; operational; and human capital needs of both a middle school and high school community
- Align the use of people, money, and materials to the school's instructional priorities
- Develop systems for optimal use of time by creating schedules/procedures that support the realization of the school's core values, learning goals, and vision of the graduate
- Provide time, funding, and facilities for student learning and support; teacher collaboration and professional growth; and full implementation of curricular and co-curricular programs in the school
- Assure that transportation and school maintenance systems operate at the highest level to meet the needs of school community
- Assure that the school has appropriate plans, protocols, and infrastructure in place to ensure consistent delivery of its curriculum, programs, and services
- Meet compliance with the state and federal laws, policies and collective bargaining agreements
- Maintain strong infrastructure and protocols that safeguard effective responses in crisis situations
- Continue to ensure that the school adheres to NEASC Accreditation standards

Family, Community, and Student Engagement

- Empower teacher and staff capacity to cultivate and sustain meaningful partnerships with families of diverse backgrounds and with community members that support student achievement and student well-being
- Continue to support and establish two-way communication tools with parents and seek ways to best communicate with families in their respective languages
- Seek and develop strategic partnerships and leadership that provides students with access to athletics and extracurricular activities that add value and help drive academic success
- Successfully implement BPS policies outlined in the Superintendent Circulars around school-based management and shared decision-making, including establishing and supporting the governing board, family engagement, school parent councils, and the personnel hiring subcommittee
- Ensure and promote the active involvement of students at all appropriate levels, including the continued development of student government and student participation on the governing board and personnel hiring subcommittee
- Lead innovation and partnership initiatives and continue to expand school pathways to meet student aspirations

Professional Culture

- Demonstrate high expectations for all students and staff and a commitment to providing the support required to attain them
- Demonstrate cultural competencies and antiracist leadership through behaviors and decision-making.
- Establish a collegial environment that honors and encourages staff's continuous learning and a growth mindset
- Manage conflicts and foster consensus building
- Foster teacher leadership through delegation, shared leadership, and decision-making

Pilot School Leadership

- Support and advocate for the five areas of autonomy (staffing, budget, curriculum and assessment, governance, and schedule) that TechBoston Academy has a pilot school in order to continue a school culture that supports high expectations and achievement
- Keep the school's mission at the forefront of all decisions and practices, using the mission to guide the development of goals
- Work closely with the governing board to ensure the school stays on track with its mission and goals
- Lead the effort to create a budget, schedule, and staffing that best serves TechBoston's unique approach to teaching and learning
- Ensure the financial well-being of the school, including responsibility for fundraising
- Continue TechBoston's legacy of "strong relationships" with teachers, students, families, and community members

QUALIFICATIONS

Required

- Master's degree
- Possession of a valid Massachusetts School Principal License
- Ability to provide an accessible, strong presence and demonstrate leadership by example
- Three years successful administration experience in a middle or high school environment
- Demonstrated success in leading a diverse environment
- Demonstrated leadership qualities, interpersonal skills, and personal characteristics necessary for working effectively with students, teachers, administrators, parents, and community members
- Demonstrated skills in creative problem solving
- Experience supervising and/or evaluating staff
- Demonstrated ability to manage a budget
- Experience working in a school environment with multiple collective bargaining agreements
- Current authorization to work in the United States – candidates must have such authorization by his or her first day of employment

Preferred

- Teaching experience in an urban public school setting
- Boston resident

Please submit resume and cover letter including three recent references to:

Bruce J. Pontbriand, TechBoston Academy Governing Board Member- bpontbriand@bostonpublicschools.org

