

## **Assistant Principal of Math Instruction**

### **What You Will Do**

The Assistant Principal's role is to support our school in driving academic outcomes through the prioritization of care and sense of belonging for our students as a key member of the school's Leadership Team. We expect our Assistant Principals to lead both instruction and school culture as the leaders of subsets of teachers and students in either specific grade levels and/or departments. As an Assistant Principal, you are responsible for supporting the development of the Principal's school-wide vision and taking an active role in investing and mobilizing teachers to achieve the collective goals of the school. Additionally, you will own the implementation of select school priorities in support of the school-wide vision.

### **Duties and Responsibilities**

#### **Bucket of Work: Manages and develops teacher leader**

- Meet with math content lead and develop their leadership capacity through monthly coaching.
- Coaches the content lead to support them in facilitating the following meeting type: weekly data meetings, intellectual prep and observation & feedback meetings.

#### **Bucket of Work: Plan and prioritize**

- Provides input into the planning, communication and execution of school-based priorities and identifies what the school's priorities mean for his/her own leadership and people that he/she manages
- Manages the planning and execution of goals and plans for specific teachers, grade levels and/or departments

#### **Bucket of Work: Support's school culture**

- Supports teachers in leading classrooms with high-quality Tier 1 student learning and engagement.
- Plans for and predictably responds to student behavior that doesn't meet school culture expectations. Coach, support and follow up with teachers in service of empowering them to do the same.
- Manages parts of the daily school operations (e.g. arrival/dismissal, lunch/recess)
- Acts as the first Leadership Team contact on student intervention and family communication; determines appropriate next steps and follow ups.
- Supports teachers in understanding process and roles in student support and intervention and develops systems and structures to execute on those roles.
- Supports teachers in building an inclusive environment for all students including overseeing the Kid Talk process.
- Plan for and predictably respond to student behavior that doesn't meet school culture expectations. Coach, support and follow up with teachers in service of empowering them to do the same.
- Builds intentional, meaningful relationships with students, their families and communities in the hopes of having a school community where people truly feel as though they belong
- Participates in key leadership responsibilities such as recess and lunch duty, monitoring transitions, and any other support necessary to run a positive and smooth functioning school

**The Social Justice School**

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**Bucket of Work: Build own and team's content knowledge**

- Develops deep mastery over academic standards, curriculum, assessments, and pedagogy in the subjects/grades for which he/she/they coach
- Engages in self-driven, ongoing learning regarding curriculum, pedagogy, coaching and school leadership
- Collaborates with content coaches to support teachers in instructing and assessing and connects teachers with relevant resources to improve their content knowledge and instruction

**Bucket of Work: Develop and coach teachers**

- Leads data-driven instruction by analyzing cohort specific and grade/department level data and developing and executing plans to address gaps and by helping teachers do the same thing for their classes
- Provides high-quality coaching by observing classrooms weekly and connecting with teachers, accurately diagnosing classroom instruction, and providing frequent feedback for teachers across skill level; intensively coach new and struggling teachers with a range of coaching techniques

**Bucket of Work: Hire & Retain Highly effective staff**

- Consistently communicates to teachers, through words and actions, that they are valued, supported, and cared for
- Implement retention strategies to ensure highly-effective teachers stay teaching

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