



LAUREATE ACADEMY

CHARTER SCHOOL

Assistant Head of School

About Laureate Academy

Preparing each student with the academic skills and strength of character necessary for school and life success, Laureate Academy educates students in Jefferson Parish for rigorous high schools, competitive colleges, and professional careers.

Be a Leader at Laureate Academy

Laureate Academy understands that the quality and effectiveness of school leadership is the most important factor that drives school achievement. We are relentlessly seeking leaders who strongly believe in our mission and vision and whose actions demonstrate high expectations for themselves, scholars, families, and their colleagues. We hire smart, driven people willing to work hard to realize our mission and who have the characteristics and experiences necessary to deliver ambitious results for scholars.

Job Overview

The Assistant Head of School is a key member of the leadership team. S/he is responsible for supporting the Head of School to ensure that the school meets the school's academic and operational goals. S/he is also expected to continue to drive innovation, growth and excellence through the role.

Qualifications

Laureate Academy has launched a focused and urgent search for committed, intelligent, hard-working educators.

We will consider candidates who:

- BA or BS required
- Possession of a valid teaching credential
- Minimum of 5 years of teaching experience
- Excellent organizational, planning, and implementation skills
- Ability to manage the ambiguity and multiple priorities inherent in an entrepreneurial environment
- Relentless results-orientation
- Ability to communicate and interact effectively with multiple constituencies
- Excellent written, communication, and presentation skills
- High proficiency in Microsoft Excel, PowerPoint, Word, and Outlook
- Initiative, leadership, and tenacity
- Detail-oriented team player willing to roll up sleeves and get the job done
- Unquestioned integrity and commitment to the Laureate Academy mission and community

Responsibilities

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
- Create, manage and adjust school wide incentive systems and other whole school culture building systems.
- Commitment to Excellence and enable parents and teachers to work together to support student growth

Talent Management/Instructional Coaching

- Serve as one of the school's Instructional Leaders, including the monitoring of instructional planning and implementation
- Directly manage teachers
- Support the Head of School in the development and implementation of staff onboarding, professional development, coaching and leadership growth
- Support the Head of School in creating and implementing a school-wide model of data collection, analysis and intervention
- Support the Senior Leadership Team in the effective implementation of a school-wide academic programs
- Manage effective data systems to support teachers in driving results

Operations/Finance

- Coordinate and implement federal, state, local, and KIPP Foundation testing schedule and policies
- Ensure compliance with all laws and regulations
- Develop plans to ensure the health, safety, and welfare of staff and students while at school
- Serve as administrative designee when Head of School is not present

School Growth

- Support the Head of School in defining, refining and adapting school identity
- Identify new and better practices from throughout the Building Excellent Schools Network and beyond
- Maintain positive relationships with local, regional and national stakeholders to support growth at Laureate Academy

Compensation

We offer a competitive compensation package, including a salary aligned with the district scale and comprehensive health benefits.

Laureate Academy Charter School does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We are an equal opportunity employer.

Start Date: An exceptional candidate will assume a full time role on **June 24, 2019**. *The positions will remain open until filled.*

Application Process:

Please submit a resume and cover letter to our hiring team by emailing hring@laureatecharter.org

Questions?
Email hring@laureatecharter.org
504-503-0170