



Public Charter High School for all students
Santa Ana, CA
www.SamueliAcademy.org
(714) 619-0245

ANNOUNCEMENT OF POSITION VACANCY

May 12, 2018

ASSISTANT HEAD OF SCHOOL (part time w/ possible teaching duties if desired)

Full-Time or Part-Time Salary Exempt / Certificated / 12 months

APPLICATION DEADLINE: **Until position is filled.**

ANTICIPATED OFFICIAL START DATE: **July 1, 2018**

OVERVIEW

Samueli Academy's Assistant Head of School has the unique and exciting opportunity to play a significant role in the high-performing charter high school. Samueli Academy instruction features a 1:1 laptop program and is centered on Project/Problem-Based Learning, a collaborative, respectful culture and an emphasis on 21st century skills. Faculty must have the ability to raise student achievement for a wide range of learners.

BASIC FUNCTION

Under the direction of the Head of School, the Assistant Head of School broadly oversees teaching and learning. Primary job functions include supporting teachers in every aspect of instruction by facilitating meetings and professional development, providing structures that allow for collaboration, observing teaching, providing feedback and other instructional related duties.

Basic job functions of the Assistant Head of School include, but are not limited to:

- Supervision of curriculum development and instructional programs
- Development of master schedule
- Continual classroom observations and monthly 1-1 meetings with teachers
- Implementation and management of Professional Learning Communities
- Direct supervision of instructional staff including the Special Education Department, EL Department, and Counseling

- General supervision of WASC accreditation
- Coordination of selection of instructional materials
- Supervision of substitute teachers and student teachers
- Articulate and collaborate with feeder schools as well as institutes of higher learning, including overseeing the A-G approval process
- Assist in the hiring process of all certificated employees
- Oversight of the summer school program
- Coordination of several state and locally required school policies and reports
- Coordination of staff development activities
- Other duties assigned by the Head of School.

SALARY

Competitive with possible bonus opportunities

BENEFITS

Medical, dental, and vision insurance benefit package provided to employee. Employee will also be enrolled in the California State Teachers Retirement System (STRS)

MINIMUM QUALIFICATIONS

- **Extensive experience in a Project/Problem-based Learning model, including a deep understanding of technology-driven curriculum and 21st century skill development;**
- Demonstrated ability to provide leadership and work well with faculty to meet school goals
- Extensive background/experience in Professional Learning Communities concepts and ideas
- Strong curriculum background with knowledge of State and Common Core standards, experience in development of new course/programs and courses of study
- Experience with English Learner students;
- Able to work with diverse learners

- Experienced with applicable technology
- Ability to work well with a wide range of constituents (colleagues, parents, students, community members, etc.)
- Master's Degree in an applicable area
- Must hold a valid California Administrative Credential or obtain one by August 1st, 2018.
- Bi-lingual proficiency in Spanish preferred
- Ability to remain flexible, innovative and adaptive to change

APPLICATION PROCESS

To be considered for this position, the candidate must submit:

- ▲ A completed online (EDJoin.org) application including:
 - A cover letter addressing Project-based Learning and other topics related to this job posting
 - A resume which clearly describes education and employment background, including dates of employment at each organization
 - Up to three (3) **current** letters of recommendation (optional)
 - Copy of Clear or Preliminary Single Subject Credential and Administrative Credential

Successful completion of a background check and drug test will be required upon employment. For more information, please visit <http://www.samueliacademy.org/employment.php>

You can apply for this, and any other Samueli Academy jobs, on EdJoin at <https://www.edjoin.org/Home/Jobs?districtID=4830&catID>

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