



## **Job Posting: Principal, City High School**

**About CITY Center for Collaborative Learning** CITY Center for Collaborative Learning designs, implements, and advances innovations in teaching and learning that transform the lives of young people and their educators. The Tucson-based nonprofit offers professional development and community engagement experiences for educators and education advocates, including school visits and workshops, while leading three small secondary schools that serve as demonstration sites.

**About City High School** City High School, founded in 2004, is a public charter school in downtown Tucson, Arizona, with a focus on civic engagement and college readiness. City High School engages students with challenging academics and the community resources of Greater Tucson to become active citizens and responsible stewards of the world. City High School serves 185 students annually and is under the umbrella of the education nonprofit CITY Center for Collaborative Learning. For more information visit [CITYccl.org](http://CITYccl.org).

**Position Summary:** The principal is the instructional leader of the school. The principal oversees all programs and systems at the site level, fostering a teaching and learning environment that is effective, efficient, safe, inclusive, equitable, and caring. The principal plays a key role in positioning the school to be a vibrant hub for the various stakeholders – students and staff, families, partners, and the community – and a demonstration site for outside audiences and the field of education. The principals within the CITY network of schools collaborate to share best practices and ensure alignment.

### **AREAS OF RESPONSIBILITY**

#### **Instructional Leadership**

- Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development
- Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings, as necessary, for the proper functioning of the school
- Serve as an exemplary model of the CCCLs Core Values

- Develop positive and supportive relationships with classroom teachers and staff.
- Assist teachers in designing and implementing high quality lesson plans that align with the instructional priorities of school.
- Assist teachers in developing classroom management strategies that foster an inclusive and supportive climate conducive to academic achievement for all students.
- Support teachers in analyzing assessment data and student work for the purpose of planning instruction that targets the identified needs of all students.
- Help classroom teachers address challenges and develop effective instructional practices through modeling, providing feedback and facilitating grade-level or department teams.
- Collaborate with school leadership across CCCL to plan, implement, and assess school change initiatives to ensure alignment with and focus on instructional and cultural priorities and to monitor transfer or practice from professional learning into action.
- Design and facilitate engaging and relevant professional learning experiences guided by adult learning theory, aligned to district instructional priorities and informed by implementation data.

#### **Academic Program Coordination**

- Establish procedures for evaluation and selection of instructional materials and equipment, approving all recommendations.
- Connect teachers to appropriate resources for the purpose of implementing the district's curriculum

#### **Resource Management & Logistics**

- Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. Ensure compliance with all laws, board policies and civil regulations.
- Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's philosophy, mission statement and instructional goals.
- Establish and maintain an effective inventory system for all school supplies, materials and equipment.
- Establish procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic and temperature.
- Assume responsibility for the health, safety, and welfare of students, employees and visitors.
- Develop clearly understood procedures and provide regular drills for emergencies and disasters.

- Complete in a timely fashion all records and reports as requested by the board and state law.
- Maintain and account for all student activity funds and money collected from students. Promote Arizona tax credit campaign and other fundraising activities.

#### **Stakeholder Participation & Parent Engagement**

- Communicate regularly with parents using multiple methods of communication.
- Communicate with the Board regularly about the needs, successes and general operation of the school.

#### **Communication & School Promotion**

- Utilize multiple methods of social media to promote the school..

#### **School-Wide Culture**

- Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
  - Establish a professional rapport with students and with staff
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#### **Qualifications:**

- Extensive and varied experience in public education, including role of classroom teacher and program or site administrator
- Experience in data-driven practices and leadership
- Demonstrated cross-cultural competency and experience with diverse student populations
- Proven ability to engage student families
- Strong organizational and communication skills
- Ability to work independently and as part of a team

#### **School Details, City High School:**

- Enrollment of 190 students annually in grades 9-12
- Title I school with 45% qualifying for free/reduced lunch (2019-20 data)
- Racial/ethnic identity of students: 37% Latino, 52% Anglo, 4% Native American,
- 2% African American and 5% selecting 'two or more race categories' (2019-2020 data)

#### **Position Details:**

- Job Type: Full Time, Year-Round
- Salary: Regionally competitive salary, commensurate with experience; range \$57,000 - \$65,000
- Benefits: Strong health insurance package; participation in Arizona State Retirement System
- Start Date: July 1, 2020
- CITY Center for Collaborative Learning seeks to have a teaching staff that reflects the

diversity of its student population; minority and bilingual candidates encouraged to apply

- Website link: <https://cityccl.org/about/contact/employment>

**Application Procedure:** Submit cover letter, resume, and a list of 3-5 professional references via email to [info@cityccl.org](mailto:info@cityccl.org). Letter and resume should be separate documents and sent as attachments.