



## **Job Posting: Middle School Principal, Paulo Freire Freedom School-Downtown**

### **About Paulo Freire Freedom School-Downtown**

The Paulo Freire Freedom Schools, with University and Downtown locations, provide early adolescents in grades 6-8 with an innovative educational program rooted in project-based learning. Students are deeply engaged in learning about issues that are real and relevant and that directly impact their lives and the community they live in. The middle schools are intentionally small so that all students are known as individuals and celebrated for who they are and what they can contribute. The Paulo Freire Freedom School mission is to be a 'joyful and just community dedicated to environmental sustainability and social justice that embraces creative, collaborative and compassionate teaching and learning.' Both middle schools serve as demonstration sites within CITY Center for Collaborative Learning. For more information visit [CITYccl.org](http://CITYccl.org).

### **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.

### **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 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.

### **Position Functions:**

#### **Instructional Leadership & Academic Program Coordination**

- Supervise instructional staff in lesson design, teaching practice and classroom management.
- Support teachers in analyzing assessment data and student work to inform instruction.
- Coach teachers through modeling, providing feedback and facilitating team collaboration.
- Design and facilitate engaging and relevant professional learning experiences.
- Lead and train for successful implementation of new initiatives, such as competency-based learning.
- Foster effective implementation of school-wide curriculum, e.g. habits of heart & mind, portfolios, etc.
- Hire and supervise electives instructors.
- Collaborate with school leadership across the CITY network of schools to plan, implement, and assess teaching and learning initiatives to ensure effective implementation and alignment.

#### **School-Wide Culture & Student Success**

- Establish and promote high expectations for students and staff for academics and behavior.
- Implement and lead school-wide community-building structures, including advisory program.
- Design and manage intervention system to analyze student needs and design supports.
- Implement fair, equitable and consistent discipline and attendance systems.
- Comply with reporting requirements related to student concerns and school data.

## Stakeholder Participation, Parent Engagement & School Promotion

- Communicate regularly with parents using multiple methods of communication.
- Achieve high rates of parent participation in school events.
- Report to the school governing board about the needs, successes and operation of the school.
- Maintain website and social media sites to inform stakeholders and promote the school.
- Communicate regularly with staff and seek ideas for the improvement of the school.
- Manage site-based recruitment and enrollment efforts to maintain robust student population.

## Resource Management & Logistics

- Oversee recruitment, hiring, training and retention of a diverse and qualified staff.
  - Establish the master schedule and annual calendar.
  - Maintain accurate student files, including enrollment and attendance records.
  - Manage school budget, purchasing, and an effective inventory system for supplies and equipment.
  - Ensure compliance with education law, board policies and HR requirements.
  - Maintain attractive, organized, functional, healthy, clean, and safe facilities.
  - Generate funds via Arizona tax credits, grants, and other site-based fundraising efforts.
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## **Qualifications:**

- Extensive and varied experience in public education, including roles of classroom teacher, curriculum developer, facilitator of professional development, and/or school administrator
- Experience in leading effective staff development for teachers
- Demonstrated cross-cultural competency and experience with diverse student populations
- Proven ability to engage student families
- Strong oral and written communication skills
- Ability to work independently and as part of a team

## **School Details, PFFS-Downtown:**

- Enrollment of 78 students annually in grades 6-8
- Title I school with 54% qualifying for free/reduced lunch (2018-19 data)
- Racial/ethnic identity of students: 39% Latino, 39% Anglo, 10% African American, 4% Asian, 4% Native American, and 4% selecting 'two or more race categories' (2018-19 data)
- Racial/ethnic make-up of staff: 25% Latino, 75% Anglo (2018-19 data)

## **Position Details:**

- Job Type: Full Time
- Salary: Regionally competitive salary, commensurate with experience; range \$55,000-\$65,000
- Benefits: Strong health insurance package; participation in Arizona State Retirement System
- Start Date: July 1, 2019
- Reports to the Executive Director of CITY Center for Collaborative Learning
- 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 by April 1, 2019 to [info@cityccl.org](mailto:info@cityccl.org). Letter and resume should be separate documents and sent as attachments.