



ANNOUNCEMENT OF POSITION VACANCY

March 9, 2018

HEAD OF SCHOOL (Principal)

Full-Time Salary Exempt / Certificated (12 months)

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

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

OVERVIEW

Due to the continued growth of programming for our students, we have expanded our leadership structure by promoting our founding Head of School to Executive Director. As such, we're looking for a dynamic Head of School who will maintain a culture predicated on trust, respect, and responsibility, the exemplary academic achievement of students, and the continued expectation for growth amongst staff and students.

Samueli Academy is a public charter high school located in Santa Ana, and features a 1:1 laptop program centered on Project/Problem-Based Learning, a collaborative, respectful culture and an emphasis on 21st century skills along with college and career preparedness.

BASIC FUNCTION

Samueli Academy's Head of School acts as the school's educational leader in maintaining a clear vision that is aligned with the school's mission and vision, articulates measureable goals that are both ambitious and feasible, and communicates clearly with all stakeholders. With oversight from the Executive Director, the primary function of the Head of School is to continue pushing the school forward within the context of its mission and vision, continually finding new and innovative ways to impact struggling learners while providing enrichment for students at or above grade level.

Basic job functions of Samueli Academy's Head of School include, but are not limited to:

- Broad supervision of all school staff
- Direct supervision and evaluation of:
 - Assistant Head of School
 - Support staff
 - All coordinators (Discipline, Testing, Foster Youth Support, Athletics, Activities)
- Work closely with the Assistant Head of School on all instructional matters

- Work closely with the Executive Director on all hiring and staffing practices
- Work with our CFO on all budget and finance matters
- Work with our CFO on all facilities issues
- Work closely with all stakeholders (parents, community members, etc.) to ensure student success
- Manage the School Site Council
- Ensure compliance with all local, state, and federal laws and regulations
- Maintain work hours extending beyond school hours as they pertain to other school functions
- Other duties as assigned by the Executive Director.

SALARY

Competitive, including possible bonus opportunities.

MINIMUM QUALIFICATIONS

- Someone who will be highly visible and engage with students in and out of the classroom, balancing nurturing, caring, advocacy, and authority
- Demonstrated leader with a minimum of eight years of broad, progressively responsible academic and administration experience
- Demonstrated ability to provide leadership and work well with faculty to meet school goals
- Experience with English Learner students;
- Able to work with diverse learners
- Experience with Project/Problem-Based Learning and various educational technology tools preferred
- Experience working in a STEM/STEAM environment preferred
- 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 July 1st, 2018.
- Bi-lingual proficiency in Spanish preferred;
- Ability to remain flexible, innovative and adaptive to change

BENEFITS

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

APPLICATION PROCESS

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

- A cover letter addressing this specific position
- A resume which clearly describes education and employment background, including dates of employment at each organization
- Copy of Administrative and Teaching Credential
- References upon request

Apply via EDJoin here:

<http://www.edjoin.org/searchResults.aspx?countyID=30&districtID=4830>

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>.

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