



Job title	Assistant Principal of Academics
Reports to	Head of School

About the Organization

Hawthorn Leadership School for Girls is the first all-girls public charter school in the state of Missouri serving students in grades 6-12. Hawthorn provides young women with academic background, self-esteem, and leadership skills, with a focus on STEM, that will enable them to succeed in college and beyond.

Duties and responsibilities

Hawthorn is seeking an exemplary instructional leader to build, implement and monitor key academic systems across the middle and high school program. The Assistant Principal of Academics will work to ensure Hawthorn's students are exposed to rigorous, culturally affirming curriculum and staff members are provided with the necessary support to provide a high-quality academic experience. In partnership with the Head of Schools, the DOA will ensure Hawthorn fulfills its mission to prepare each student for success in college.

This role reports directly to the Head of School.

Key Responsibilities

Leadership

- Works closely with the Head of School to execute the vision and mission of Hawthorn and schoolwide goals for high academic outcomes.
- Reviews, evaluates and revises instructional programs using relevant data.
- Knows and provides ongoing coaching support in the implementation of appropriate uses of instructional strategies.
- Involves staff in preparing and implementing professional development plans that are related to high student achievement.
- Understands the principles of mentoring and peer coaching.
- Promotes activities that honor academic excellence and support Hawthorn's culture of Learning.
- Leads the implementation of the teacher evaluation process for the instructional staff.

Equity

- Assures presence and quality of educational practices and programs that address the needs, interests, and abilities of all students.
- Understands, models, and encourages the belief that effort is a key factor in achievement.
- Helps all students see themselves as unique individuals responsible for their own actions.
- Leads by example in supporting the cultural expectations of the school and holds teachers to the same standard by providing feedback and support of those expectations.
- Understands, uses, and supports the use of intervention strategies for students.
- Assures high academic expectations for all students.
- Holds teachers, students, and self to high standards of performance and behavior.

Oversee and manage school-wide assessments in collaboration with other instructional leaders

- Collaborate with the testing team to lead school-wide assessments (NWEA, STAR).
- Collaborate with the testing team to coordinate state-wide assessments (MO MAP, EOC).
- Design and implement PD to support testing needs.
- Effectively engage the community to ensure testing is implemented with fidelity.

Engage the community in the instructional program, school goals and initiatives

- a. Regularly update the school newsletter regarding instructional initiatives
- b. Develop and implement a calendar of community events in support of instructional initiatives
- c. Build and maintain partnerships aligned with the instructional goals

Other duties as assigned by the Head of School

Required Skills and Qualifications

- 3+ years as middle or high school Administrator, with a demonstrated record of leading students to academic success, building strong relationships and establishing a strong classroom culture
- Expertise in middle and/or high school ELA content, common core shifts, and ideally the Springboard curriculum
- Experience as an instructional leader, helping teachers and/or other instructional leaders develop best practices to improve student performance and teacher efficacy
- Proven ability to develop and deliver programming that drives improved academic performance for all student populations and effective Tier 1 and Tier 2 practices to drive student growth
- Strong oral and written communication skills
- Strong technical skills with a variety of software applications including Google suites

To Apply

Please submit a cover letter and resume explaining your interest in the position to careers@hawthornschool.org