
Job Description

The Board of Directors of Promise Academy seeks an outstanding Principal to lead the school to academic and operational excellence.

WHO WE ARE

Promise Academy recognizes that all students have the right to and deserve an education that prepares them for post-secondary success of their choosing. We educate and graduate students who have not been successful in traditional high school and have dropped out or at risk of dropping out. We do this through providing students with flexible and individualized learning experiences, supported by meaningful relationships with caring adults who are constantly learning from students and exemplifying high engagement learning for students. Promise Academy serves approximately 400 students each year; students are empowered to enroll at any time based on their own academic needs. The school is staffed by six teachers and led by a two person administrative team.

In its twelfth year, motivated by data on strengths and challenges, the Board of Promise Academy (the Board) has made bold changes to build on Promise Academy's successes and to address areas of need. These changes include making key adjustments to staffing, operations, the academic program, and student supports to support financial viability and enhance the student learning experience. The Board and leadership staff have identified key priorities to drive the school forward for the next three years. These priorities include:

- Each student has a meaningful individual learning plan driven by student interest and data.
- Teachers are using a variety of teaching and learning methods to meet student needs.
- The school has dedicated resources to address students' social-emotional needs.
- The school's and in turn students' success is supported by broad community engagement and solid financial stability.

WHAT YOU'LL DO

The Board is looking for an outstanding instructional leader/Superintendent to shepherd Promise into its next chapter of strong academic outcomes, financial viability, and organizational health. The Principal will report to the Board but will enjoy a significant degree of autonomy and flexibility to lead Promise to achieve these results.

Specific responsibilities include:

Instructional Leadership

- Use knowledge of best-in-class programs and the needs of Promise Academy students to determine the appropriate resources and strategies to elevate the instructional program to ensure all students graduate prepared for success.
- Drive instructional excellence by setting aspirational school goals and ensuring that teachers and other staff receive appropriate, targeted coaching and professional development to meet goals.
- Prepare all students for college and/or career success by implementing a college-ready curriculum and supporting meaningful college and vocational connections, and by using multiple data points and ongoing data analysis to continually revise and improve Promise's program.
- Build, facilitate, and manage the school leadership team, which includes the Director of Operations, Director of School Culture, Director of Engagement and Enrollment, Student Records Coordinator, and Administrative Assistant to implement the academic vision for the school, and manage school operations to support that vision.
- Supervise, coach, develop, and evaluate teachers via regular observations, feedback, coaching, and professional development.

Positive School and Community Culture

- Create a culture of high expectations and continuous improvement with a relentless focus on student engagement, outcomes, college and career readiness, operational efficiency, and self-improvement.
- Develop and maintain a safe and positive school environment in which all students are well-known by adults and have the supports to thrive, develop and grow.
- Use data to regularly evaluate how school offerings match with student needs and innovate to bolster the school climate and enhance outcomes.
- Develop a best-in-class work environment to hire, retain, and develop exceptionally talented staff; leverage effective teacher collaboration and teaming to drive continuous improvement.
- Foster an environment of collaboration with students, families, and caregivers, building strong relationships and encouraging engagement in school experiences and providing connections to key internal and external resources.

Operational and Organizational Management

- Effectively collaborate and liaise with the Board in order to achieve key academic, financial, and organizational priorities, regularly communicating about progress and needs.
- Work with the Director of Operations and ensure that all budgetary and operational systems are efficient and effective to keep students engaged, maximize the student learning experience, and meet all compliance requirements.
- Work with the Director of Operations develop and manage the budget and long-term financial plans for the school, allocating resources and supports necessary to maintain the health of the school organization.
- Determine the appropriate organizational systems and management structures to ensure all staff are set up for success.
- Represent Promise Academy effectively in a variety of settings to meet key organizational goals.

WHAT YOU BRING

We are looking for amazing people who have diverse backgrounds and experiences, are driven by our mission, and are highly motivated to change our students' lives through education. High potential candidates are:

- Ambitious and mission-driven: you have a history of setting and achieving ambitious goals on behalf of students. You believe in Promise Academy's mission and our priority to serve students who's needs have not been met in traditional high school.
- Data-driven: you value data, and use it to inform decisions, monitor progress, motivate action, and share results.
- Creative: you are an out of the box thinker and seek out multiple solutions to problems.
- Resilient: you are willing to roll up your sleeves and dig into difficult work; you are comfortable with ambiguity and with leading others through change.
- Effective leader: you have a track record of leading teams of educators to success in serving students. You can identify staff strengths and delegate to leverage staff, Board, and supporters to ensure that all students' needs are met.
- Highly organized: you thrive in settings with autonomy, independence, and high levels of personal flexibility. You can manage your time and your staff's time to meet school needs. You have deep experience in school operations, including financial management.
- Collaborative: You have experience working with a Board of Directors and understand the critical nature of the partnership between the Principal and Board in meeting school goals.

QUALIFICATIONS

Education and Experience:

- Master's degree preferred
- Minimum of five years teaching experience, school leadership experience strongly preferred
- Certification or eligibility for Alternative certification as required by Ohio Department of Education preferred
- Proven track record of leading, managing, and coaching teachers to increase student achievement with a similar student population, charter school experience strongly preferred
- Demonstrated experience working with diverse student populations and leading instructional programs to support special populations and different levels of learners
- Deep instructional expertise, including knowledge of standards-aligned instruction, developing student-centered classrooms, promoting personalized learning, and using instructional technology
- Demonstrated experience leading school operations, ideally in a single-school system or small network of schools
- Experience working effectively with urban schools, students and families, and outside partners with demonstrated exemplary results
- Culturally competent and self-reflective leader who understands the effects of race, class, ethnicity, income, disability, and other lines of difference and has personally worked in communities like Promise's to ensure that all students have an opportunity to succeed

WHAT WE OFFER

Promise Academy offers employees a competitive salary and benefits package commensurate with experience. Promise Academy also offers a motivated and dynamic team of educators in a small school environment, and the chance to positively impact the lives of hundreds of Cleveland students.

APPLY

To apply for this position, please submit the following to c.gallagher@promise-academy.com :

- Current cover letter and resume
 - Copy of Principal license (if applicable)
 - Responses to the following short essay questions, no more than 500 words per response:
 - What about Promise Academy's mission is bringing you to apply to be the Principal?
 - What experience have you had leading a charter school? If you haven't had charter school experience, what would you need to learn to be successful as a charter school Principal?
- Only candidates who are selected for an interview will be contacted.

Promise is a public charter school that does not discriminate against any student, parent, community member, or employee on the basis of actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.
