

**POSITION: Middle School Principal**

**RESPONSIBLE TO: Board of Trustees**

**POSITION SUMMARY:**

Wyatt Academy charter school seeks to hire a Middle School Principal for grades 6-8 at Wyatt who can significantly improve student achievement while building a positive and inclusive school culture for both students and adults. A successful Middle School Principal will:

- Be passionately committed to improving educational outcomes for students in the Cole/Whittier/Five Points neighborhoods in Denver
- Demonstrate deep instructional expertise and the proven ability to hire, coach, develop and evaluate middle school teachers
- Have experience leading successful middle school academic programs serving student populations with high concentrations of poverty, English language learners and minority students
- Evidence strategies to engage Wyatt's parents and families in a proactive and inclusive manner that values the unique culture and backgrounds of these families
- Have experience in school turnaround

**Background on Wyatt Academy:**

Wyatt Academy is a K-8 public charter school located just northeast of downtown Denver. Wyatt Academy was established in 1998 by a group of community leaders who felt that the neighborhood deserved a better option for elementary and middle school, following the closure of several district-run schools. After a decade of strong performance, Wyatt Academy experienced a decline in performance starting in the 2011-12 school year, necessitating several significant changes. In 2015-16, the elementary school within Wyatt produced a second straight year of improvement and achieved a "meets expectation" rating on the Growth portion of the Denver School Performance Framework. At the same time, performance in the middle school has not improved. Based on the differentiated needs of K-5 vs. 6-8 students, the Wyatt Board of Trustees is now seeking to hire a separate principal to oversee each portion of the school. The Middle School Principal will oversee all functions within the 6-8 grades, serving approximately 150 students in 2017-18, and will report directly to the Wyatt Board. The MS Principal will need to focus on building a strong student and staff culture as the first element of a plan to significantly improve academic performance at the middle school level.

**Key Responsibilities and Duties for Middle School Principal:**

- Establish a system to build a positive and healthy student culture, including rituals and routines that reinforce positive student behaviors and clear protocols for student discipline
- Lead all aspects of human capital management for 6-8 to ensure staff receive consistent and high quality observation, feedback and professional development
- Focus on a culture of shared accountability and ownership among all 6-8 staff for student outcomes
- Lead continued use of Engage NY curricular resources that align to Colorado Academic Standards
- Enhance science instruction in 6-8 to improve upon the current percentage of students who are

- proficient on CMAS Science exams (currently, 0% of students)
- Lead data-driven conversations with the Board of Trustees about all aspects of the school's performance (academic, operational, financial & community relations) with a focus on providing periodic reflection on progress against the goals outlined in the school's turnaround plan and Unified Improvement Plan (UIP, as required by the State of Colorado)
  - Engage with Wyatt families and create a welcoming school environment that provides multiple mechanisms for parents/guardians to get involved in their children's education and success
  - Ensure equity of access for all students by providing a Free Appropriate Public Education (FAPE) for students with disabilities, English Language Development supports for all English Language Learners and academic interventions for all students who have yet to reach grade level expectations
  - Create a safe and joyful learning environment for students, ensuring that the school has detailed emergency preparedness plans, regular fire and safety drills and clear protocols to ensure adult supervision for scholars' well-being at all times
  - Collaborate with Elementary School Principal to ensure that the facility and physical plant is properly overseen and maintained to ensure the safety of students and the success of the respective school programs
  - Manage the budget for 6-8 program including salaries, supplies, materials and contracted services, as well as a pro rata share of central administrative expense (e.g., allocated share of building expense and business management expense)
  - Foster an inclusive, welcoming and diverse work place

#### **QUALIFICATIONS:**

1. Master's Degree or graduate coursework in education leadership or school administration (candidate must be willing to supply a transcript as verification)
2. A track record of success serving students of similar demographics and grade levels as an instructional leader (e.g., Principal or AP)
3. Experience working in a school that has undergone successful school turnaround
4. Specialized training and experience in student discipline, school culture systems and school turnaround at the middle school level is expected
5. Experience building high-performing teams and exceptional abilities to coach teachers and other instructional leaders
6. Familiarity with the Colorado Academic Standards (built upon the Common Core Academic Standards) and experience implementing various forms of interim assessment
7. Demonstrated capacity to engage positively with parents/guardians and community
8. Ability to communicate effectively (verbal and written); ability to manage simultaneous demands from a variety of sources and to manage crisis situations; ability to maintain emotional control under stress

If candidates advance through the screening process, they will be required to provide three references including their two most recent direct supervisors.

A successful candidate will have to pass a detailed criminal background check.



To apply, candidates must submit a cover letter and resume. The cover letter should address the question prompts included in the Principal Hiring Process document, which is available by link from the Wyatt Academy web-site at: [www.wyattacademy.org/join-our-team](http://www.wyattacademy.org/join-our-team).

Applications without a Wyatt-specific cover letter that meets the question prompts will not be considered.