

The Museum School of Avondale Estates seeks a qualified and dynamic educator and leader to become the school's **Assistant Principal**. This instructional leader will play an essential role in the evaluating and coaching of teachers as well as professional development of all staff members. Additionally, the Assistant Principal will serve as the school's Testing Coordinator.

The mission of The Museum School of Avondale Estates is to inspire students, teachers, and the community to collaborate to develop strong critical thinking, interpersonal, and academic skills in our students, which will prepare them for real-world success. The Museum School will offer the accessibility of a public school with the organizational and curricular innovation of a museum school model. Beginning at the neighborhood level, students will develop a strong sense of community, independence, responsibility, and respect for the impact of their decisions and actions on others. These skills will inspire them with the confidence to identify and manage problems at the local and global level.

Qualifications

- Minimum Master's Degree
- Minimum 5 years teaching experience
- Georgia Professional Certification in Educational Leadership at level 5 or higher.
- Elementary Education or Middle Grades certification; Additional endorsements preferred
- Prior experience as a school leader, Administrative experience preferred
- Ability to work effectively with teachers and other education colleagues
- Knowledge of and experience with most effective instructional and teaching methodologies
- Experience in developing and analyzing standards-based lessons, units, and assessments
- Excellent organizational, planning, and implementation skills
- Effective written and oral communication skills
- Demonstrated skill in interpersonal relations
- Experience implementing GSE and GPS in elementary and/or middle grades classrooms

Responsibilities

Primary Responsibilities: Assist the Principal in leading and implementing the school's mission

- Student Achievement
 - Support and sustain a focus on the school's charter goals, the school improvement plan, and student achievement school-wide
 - Guide students and teachers towards increased student achievement for all students by developing teacher's use of research-based practices and effective strategies and interventions
 - Use varied data sources to guide school success including student assessments and stakeholder surveys
 - Conference with students, teachers, and parents in regards to discipline concerns
- Instructional Leadership
 - Monitor curriculum, instruction, and assessment school-wide, including lesson plans and grade level minutes
 - Analyze data to inform decisions regarding the implementation of curriculum and teaching strategies
 - Assist in facilitating shared leadership activities throughout the school community
 - Serve as the School Testing Coordinator, meeting or exceeding all legal requirements and guidelines in regards to test security
 - Support teachers and staff with Student Information System data collection
- School Climate
 - Assist in fostering and sustaining the school climate
 - Support a learning environment based on high expectations and respect for all
 - Manage conflict and crisis in a timely and expert manner
 - Work with staff, parents, and community members to analyze, assess, and improve educational programs
- Human Resource Administration
 - Assist in selecting quality teachers and other employees
 - Induct and support new teachers and mentor novice teachers
 - Assist in retaining quality staff

- Support Principal in coordinating school's staff development, facilitating on-site and off-site professional development sessions based on school and staff needs, leading to academic success of all students
- Coordinate all substitute teacher placements, short-term and long-term
- Teacher Evaluation
 - Conduct observations of teachers and staff using TKES, following all related protocols, procedures, and timelines, including all legal guidelines
 - Provide feedback and support, i.e. modeling or co-teaching demonstrations, to ensure quality instruction and increased student achievement
 - Provide a positive climate for teacher evaluation
 - Document teacher performance in multiple ways
- Organizational Management
 - Assist in coordinating safety procedures, daily operations, and maintenance of the facility
 - Assist in seeking and allocating fiscal resources
 - Coordinate and assist with daily coverage schedules
 - Assist Principal with State and District required reports
- Communication and Community Relations
 - Demonstrate effective communication
 - Communicate with teachers, students, parents, and families
 - Communicate with the larger community
- Professionalism
 - Demonstrate professional standards
 - Exhibit ethical behavior
 - Serve as a role model
 - Participate in professional development for continuous improvement
 - Represent the school at district-level Assistant Principal meetings
- Perform other duties as assigned.

How to Apply

This 11-month position will be for the 2017-2018 school year. Qualified candidates should send a cover letter, resume, and contact information for 3 references to:

The Museum School of Avondale Estates

Attn: Katherine Kelbaugh

923 Forrest Blvd

Decatur, GA 30030

Visit: <http://www.themuseumschool.org/>