



# GIRLS ATHLETIC LEADERSHIP SCHOOLS

## Girls Athletic Leadership Schools of Denver

### Assistant Principal - 6th-12th

#### **VISION**

The Girls Athletic Leadership Schools empowers girls to succeed academically, lead confidently, live boldly, and thrive physically.

#### **POSITION OVERVIEW: Assistant Principal**

The Assistant Principal is a programmatic & academic leader responsible for a strategic and tactical roles in the operations of the GALS 6-12 school.

**Reports to:** GALS Head of High School (HOHS) & Head of Middle School (HOMS)

#### **PURPOSE**

The assistant principal's primary role is to support the GALS 6-12 school (students, staff, families) achieve yearly strategic objectives that are aligned to long-term outcomes. The Assistant Principal will work directly with the HOHS & HOMS to develop, implement, and monitor progress towards strategic objectives. The Assistant Principal will serve as an instructional coach for identified staff, create and implement professional development opportunities for staff, and will lead the building/revising/implementation of systems and structures, including compliance, identified to achieve the yearly strategic outcomes. The Assistant Principal is a key member of the leadership team and models leadership and professionalism in support of the entire GALS community.

#### **Roles and Responsibilities:**

**Design and oversee the following areas/systems:**

- Instructional Coaching
  - In conjunction with HOHS & HOMS, set instructional goals for the 18-19 school year.
  - Observe and debrief with identified instructional staff in coaching cycles identified by instructional leadership team (unless otherwise designated); track data/observations
  - Work with identified instructional staff to develop long-term objectives for course, unit plans/daily & weekly lesson plans that reflect long-term objectives of course, and review/develop assessments to monitor progress towards long-term objectives
  - Support teachers in receiving other forms of instructional support as designated (ie: Compact Blue; DPS sponsored professional development sessions)
  - Develop school-wide expectations and rubrics consistent with instructional model and school-wide instructional goals for all teachers
- Data Organizing & Analysis
  - Work with the GALS Denver data analyst for needs specific to the GALS 6-12 school
  - Regularly review, analyze, and share data with teachers, the heads of school, the instructional leadership team, and other members on a variety of measures and outcomes to inform ongoing practice.
  - Train staff on use of Illuminate and IC

- Implement and provide support for Data Driven Student Support (DDSS)
- Culture -- Create and monitor a school-wide culture consistent with GALS vision
  - Data Driven Student Support (DDSS)
    - Oversee and facilitate student talk protocol for identified grade level teams
    - Follow up on DDSS action steps & progress towards outcomes for students
    - Plan and execute school wide community meetings along with Deans and HOSs
- Recruitment & Enrollment & Retention
  - Plan and implement recruitment & enrollment events including recruiting students at recruitment fairs, elementary and middle schools as well as recruiting GALS 8th graders into 9th grade at GALS High School
  - Facilitating retention meetings with current students and families; working with other student support systems at GALS (counseling dept.) to support students staying at GALS
- Operational Support
  - Student Schedules and Report Cards
    - Create schedules 1 week prior to the beginning of each quarter/semester
    - Update schedules as needed throughout the year
    - Define criteria/process for students entering and exiting certain courses including advanced placement, elective & movement offerings
    - Ensure teachers are up-to-date with grades; print report cards for distribution
  - PARCC CMAS/PSAT9/PSAT10/SAT SAL/AP Supervisor
    - Work with instructional staff to set grade and school-wide goals aligned to state exams
    - Analyze state exam results collectively and individually; identify trends and root causes; work with instructional staff to target student need
    - Attend designated CMAS PARCC & PSAT9&10/SAT trainings
    - Fulfill duties of SAL in order to prepare instructional staff, students, and school systems to implement testing sessions in full compliance with district and state requirements
    - AP -- Inform and educate student/staff/parents about AP testing requirements
  - Compliance
    - Monitor and develop 504s, ELL, GT as required
  - Programs/Special Events
    - Coordinate student involvement
    - Coordinate interdisciplinary field lesson opportunities with instructional staff
- Other duties as assigned

### **Organizational Commitment**

- Attend meetings and provide up-to-date data on relevant staff/students
- Attend bi-monthly Leadership Team meetings
- Serve as an advisory team member to HOHS & HOMS for short and long-term strategic objectives as well as operational planning
- Report to the School Accountability Committee on academic, programmatic, cultural trends

### **Professionalism**

**Model school leadership consistent with the GALS vision and in support of the GALS community – including but not limited to:**

- Participates fully and actively in Professional Development
- Approaches GALS leadership with issues before hitting crises level

- o Actively problem solves and handles issues and concerns immediately and calmly
- o Maintains personal space that is organized and professional

### **Time Commitment**

- 5 days a week on campus – M/T/TH/F = 7:30 – 4:30, W = 7:30 – 5:00
- Duties as scheduled
- Additional hours may be needed outside school hours
- Full participation in school leadership meetings

### **Support Structures**

- Weekly meeting with HOHS & HOMS for program oversight - academic, programmatic, and cultural
- Monthly check in with HOHS & HOMS on job description and roles/responsibilities
- Evaluation once each semester

\*Note: Additional responsibilities may be added and existing responsibilities may shift

### **Application Process**

To apply for the GALS 6-12 Assistant Principal position, submit a cover letter and resume (with references) by Wednesday, April 25, 2018 to Carrie Donovan and Jessica Schwarz at [carrie.donovan@galsdenver.org](mailto:carrie.donovan@galsdenver.org) and [jessica.schwarz@galsdenver.org](mailto:jessica.schwarz@galsdenver.org).



