



# GIRLS ATHLETIC LEADERSHIP SCHOOLS

## **Girls Athletic Leadership Schools of Denver** **Assistant Principal of Instruction**

### **VISION**

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

### **POSITION OVERVIEW: Assistant Principal of Instruction (Middle School or High School)**

The goal of the MS/HS Assistant Principal of Instruction is to support the GALS model of inclusion through strong instructional leadership.

The Assistant Principal(s) of Instruction are academic leaders responsible for strategic and tactical roles in the instructional operations of the GALS MS/HS.

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

### **PURPOSE**

The Assistant Principal(s) of Instruction's roles are to support the GALS Middle School and High School (students, staff, families) achieve yearly academic outcomes that are aligned to long-term outcomes. The Assistant Principal(s) of Instruction will work directly with the HOHS & HOMS to develop, implement, and monitor progress towards strategic academic outcomes. The Assistant Principal(s) of Instruction 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(s) of Instruction will liaise with members of the programmatic leadership team to support the manifestation of the GALS model in all classrooms and learning spaces. The Assistant Principal(s) of Instruction are 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, Professional Development, and Instructional Leadership Team
  - 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
  - Work with Instructional Leadership team to lead and implement meaningful professional

## development for MS/HS

- Inclusion Support System and Accommodations Implementation Professional Development
  - 504 coordination
  - Advanced Learning Plan oversight
  - Read Plan oversight
  - Emerging Bilingual (EB) program coordination
  - Work with Instructional Leadership Team to plan and implement professional development to ensure all teachers provide meaningful inclusion support for all types of learners
- Data Organizing & Analysis
  - Work with the GALS Denver data analyst for needs specific to the GALS MS/HS.
  - Work with data lead to regularly review, analyze, and share data with teachers, the head of school, the instructional leadership team, and other members on a variety of measures and outcomes to inform ongoing practice.
  - Support use of Illuminate and IC for instructional feedback purposes to students and families
  - Implement and provide support for Data Driven Student Support (DDSS)
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  - 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
- 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; work with AP staff to determine who is taking exams; support collection of AP exam fees
- Other duties as assigned

### **Organizational Commitment**

- Attend meetings and provide up-to-date data on relevant staff/students
- Attend Leadership Team meetings
- Serve as an advisory team member to HOHS & HOMS for short and long-term strategic academic outcomes as well as operational planning to align to outcomes

- Report to the School Accountability Committee on academic trends

### **Professionalism**

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

- o Participates fully and actively in Professional Development
- o 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