



THE MISSION PREPARATORY SCHOOL

every child. every minute. every day

## Job Description: School Director (SD)

### The Opportunity

The Mission Preparatory School, a TK-8, college-preparatory, tuition-free, public charter school serving close to 500 students in San Francisco's Mission District, is accepting applications for School Director (SD) for the 2020-21 school year. The SD is responsible for leading the Faculty to outcomes for our students by leading the instructional program. **If your calling is to drive school-wide academics and culture, this leadership opportunity is for you.** The SD sets the vision and leads (or supports others to lead) the professional development for our staff (52 staff in total) and will coach and support five School Leadership Team (SLT) members. The SD is responsible for setting a strong vision and mapping out instructional priorities and strategies, while building a culture of distributed leadership so that all Faculty members can engage in creating and improving outcomes, culture, and programming for Mission Prep's students and families. The School Director will report directly to the Executive Director, and serve as an active member on the Executive Leadership Team. **This is an opportunity to build upon a strong foundation and take our small and mighty school from great to extraordinary.**

### The Call

- Coach and develop teachers and leaders; drive student performance, staff sustainability and retention
- Deepen the rigor and engagement of the instructional program
- Cultivate a culture of distributed leadership for both students and faculty

### Our Mission

The Mission Preparatory School equips K-8 students with the knowledge, skills, and strength of character needed to succeed in college and serve as leaders in their communities. Our commitment to college preparation is supported by a "whatever-it-takes" approach that maintains the highest expectations and accountability across the board, from leadership, to teachers, to students.

### Our Background

Mission Prep was founded by a diverse group of Bay Area leaders from a variety of sectors who share a commitment to expanding educational opportunity, particularly for children growing up in low-income communities who lack access to high-performing schools. Awarded a charter by the California State Board of Education in September 2010, Mission Prep opened with 50 Kindergarten students in August 2011, earned charter renewal from SFUSD in 2015, and continued to grow by one grade per year through 8<sup>th</sup> grade. In our 10<sup>th</sup> operational year (2020-21), Mission Prep will serve students in grades TK-8, and will be focused on capitalizing upon the great progress we've made in our first 9 years.

### Our School

The Mission Preparatory School's design is based on the core characteristics common to the highest-performing urban charter schools in the country. We integrate academic rigor, structured school and classroom environments, peaceable classroom culture, and individualized support to ensure college preparation and academic readiness. We aspire to build leadership opportunities for our middle school students. Mission Prep operates with an extended school day (7:40am-4:00pm), extended school year (190 days), and extensive professional development support for teachers, including 28 full PD days throughout the year and two hours every Wednesday afternoon.

### Our Results, and Looking Ahead

On the California Smarter Balanced Assessments, Mission Prep students exceeded state and district averages in ELA and Math, making us the top-performing school for Latino students in San Francisco and earning a 10 out of 10 Similar Schools rating. Awarded the distinction of California Distinguished School in 2019, we are committed to continuing to improve our instructional program and educational practice in order to ensure Mission Prep students achieve ambitious academic goals and complete 8<sup>th</sup> grade prepared to access and succeed in college-preparatory high schools and higher education. This year is a special year, as our current Founders are preparing their High School applications and will be headed off to High School next year.

## **Our Team**

The Mission Preparatory School is conducting a nationwide search for a leader who shares our commitment to high expectations for every child and who will do all that it takes to put each Mission Prep student on the path to college. Our team works hard, works together, and takes ownership for the overall success of our students and school. Currently, we employ a team of 54 passionate staff members, 7 Teaching Assistants, 25 Classroom Teachers, 5 Deans, 5 Enrichment Teachers, 2 Grade Level Teachers and 1 SPED Teacher, 9 non-instructional/Ops staff.

## **Responsibilities**

### *Instruction*

- Lead the School Leadership Team (Deans and SPED Lead) and support them as leaders to drive instructional outcomes on their teams
- Coach, manage, and evaluate five School Leadership Team Members towards goals
- Prioritize themes and needs for professional development with the School Leadership Team to provide targeted, differentiated, and skills driven learning experiences
- Engage as a member of the Executive Leadership Team and the Admin Team to drive towards schoolwide and organizational goals
- Ensure teachers' implementation of rigorous, standards-aligned, objective-driven curricula, instructional plans, and assessments

### *Culture*

- Embody the mission and vision of Mission Prep and uphold the school's culture of high expectations
- Lead the implementation of schoolwide and classroom-based procedures, routines, rituals, programs, and systems that support students' academic achievement and social-emotional development
- Coordinate and delegate planning for school-wide events and programs for students and families including community meetings, field trips, and other activities
- Support teachers in creating and sustaining achievement-focused, supportive, peaceful classroom environments
- Empower Deans to partner with teachers to conduct behavior assessments and develop behavior support plans for students as appropriate

### *Families*

- Coordinate school-wide family communication and engagement
- Coordinate with other organizations (ex. Horizons, Boys Hope, Girls Hope, Summerbridge) to provide enrichment opportunities and family support services

### *Leadership*

- Serve on the Executive Leadership Team as an active member to support school and organizational priorities
- Support Executive Director with the recruitment and selection of teaching faculty
- Complete administrative and operational duties in accordance with school needs and deadlines
- Oversee After School Program, Athletic Program, and Clubs Program

## **Qualifications:**

- Bachelor's degree; Master's degree preferred
- CA teaching credential; CLAD/BCLAD certification preferred
- Administrative Credential preferred
- Spanish highly preferred
- Four or more years of urban teaching experience; 3-8 years of urban school leadership experience with proven results and success
- Excellent verbal, written, and interpersonal communication skills
- Strong organizational and planning capacities
- Ability and desire to influence, motivate, support, and challenge others
- Proven expertise in curriculum, instruction, assessment, and classroom management
- Openness to feedback and commitment to developing continually as a professional educator

**Start Date:**

Ideal transition period (training, shadowing, transition, etc): February - March 2020,

Full takeover of responsibilities: approximately April-May 2020.

Latest possible start: June 2020 with a 2 week spring shadow period

**Salary and Compensation:**

Salary scales are based on years of experience and expertise. Scales are competitive with other charter school organizations and local districts.

**How to Apply:**

Send a resume and a cover letter describing your interest in applying for this position with Mission Prep to [teach@missionpreparatory.org](mailto:teach@missionpreparatory.org)

*Mission Preparatory provides equal employment opportunities to all employees and applicants for employment without regard to race, ethnicity, religion, gender, sexual orientation, national origin, age, disability, marital status, or status as a covered veteran in accordance with applicable federal, state and local laws.*