



THE MISSION PREPARATORY SCHOOL

every child. every minute. every day

Job Description: Dean of Curriculum and Instruction (DOCI)

The Mission Preparatory School, a TK-8 college-preparatory, tuition-free, public charter school in San Francisco's Mission District, is accepting applications for Dean of Curriculum and Instruction (DOC) for the 2020-21 school year. The DOCI will drive instructional outcomes and execute professional development for our staff, ensuring that our student achievement goals are met. The DOCI position will support focus on the support of 3 to 4 different grade levels, depending on the candidate's experience and the school's need.

Our Mission

The Mission Preparatory School equips TK-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 continues to grow by one grade per year through 8th grade. In our 9th operational year (2019-20), Mission Prep will serve students in grades TK - 8, and will be preparing to send our founding class off to high school.

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, social-emotional learning principles, and individualized support to ensure college preparation and leadership development for all 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 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 8th grade prepared to access and succeed in college-preparatory high schools and higher education.

Our Team

The Mission Preparatory School is conducting a nationwide search for educators who share 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.

Responsibilities

- Embody the mission and vision of Mission Prep and uphold the school's culture of high expectations
- Engage as a member of the Admin Team to drive towards schoolwide and organizational goals
- Ensure teachers' implementation of rigorous, standards-aligned, objective-driven curricula, instructional plans, and assessments

- Lead the implementation of schoolwide and classroom-based procedures, routines, rituals, programs, and systems that support students' academic achievement and social-emotional development
- Collaborate with members of the School Leadership Team to plan and deliver professional development informed by student achievement data
- Provide individualized, differentiated support to ensure teachers reach student performance goals
- Coordinate school-wide events and programs for students and families that directly support the school's mission and culture
- Support teachers in creating and sustaining achievement-focused, supportive, peaceful classroom environments
- Partner with teachers to conduct behavior assessments and develop behavior support plans for students as appropriate
- Coordinate school-wide family communication and engagement
- Support the recruitment and selection of teaching faculty
- Coordinate with other organizations to provide enrichment opportunities and family support services
- Complete administrative and operational duties in accordance with school needs and deadlines
- Coordinate and participate in school-wide events, including community meetings, field trips, and other activities

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; 1-4 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:

July 2020

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 by February 28th.

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.