



Howard Fuller Collegiate Academy

Job Description: Middle School Principal

OUR VISION AND OUR MISSION

The mission of Dr. Howard Fuller Collegiate Academy is to **nurture scholars capable of transforming their world by sending them to and through college.** To support this mission we engage our scholars in a vibrant culture of mentoring, challenging academics, career exploration and pre-college experiences.

OUR OPPORTUNITY

As two great schools come together - Milwaukee Excellence Charter School and Dr. Howard Fuller Collegiate Academy - to launch the new evolution of **Dr. Howard Fuller Collegiate Academy** in 2024, we believe that we are bringing together the strengths of both incredible schools and that we will become the academic powerhouse for kids on the north side of Milwaukee. Together, we will raise the bar for our students and produce a different kind of graduate - one that is even more prepared to succeed in college and beyond. We will utilize the early college model where students will be required to take college-level classes and complete leadership experiences to graduate; our students will be prepared to excel the pathways that they choose. We know that strong schools help build strong communities and so, we stand as one strong school community at Dr. Howard **Fuller Collegiate Academy**, serving as an example of what's possible for Black Milwaukee in a landscape of segregation, racial disparities and unacceptable outcomes. Together, we will be an even stronger beacon for the community of students and families we serve.

OUR LEADERSHIP CHARGE

We have an incredible opportunity to celebrate the culture and pride of our students and families in the Bronzeville neighborhood by working together to set a new bar for our students' educational experience. This is a unique opportunity to co-create, collaborate, and define best-practices with the school community and provide an excellent, equitable education to ensure our students' potential in and around Bronzeville. Because of the unique nature of this opportunity, we are looking for grounded, passionate, and visionary leaders who can be versatile, work on a team as key players, and co-design alongside multiple stakeholders. Joining our team means being part of a diverse, committed, and passionate group of leaders dedicated to shaping the future through the collective practice of diversity, equity, inclusion and

belonging and delivering on a game-changing educational experience for each and every one of our students every day.

POSITION SUMMARY

Leading outstanding schools requires visionary and passionate leaders who can inspire students, define and drive excellence, and prioritize the importance and urgency of providing an underrepresented population with college access and clear pathways to achieving their goals. The **Middle School Principal** will be a central leader in supporting the design of our two schools, and will serve as a thought partner and designer of best practices, systems and routines, and setting the tone and culture. The **Middle School Principal** will make important decisions, ensure data driven practice, and support a diverse community while simultaneously driving an academically rigorous and inspiring educational experience for all students. The successful candidate will be humble, self-reflective, and eager for feedback that will drive continuous improvement and lead to increased impact for our students and our community. As **Middle School Principal**, you'll set the tone for the school and work collaboratively with our leadership team to execute effectively and efficiently. You'll be able to navigate zooming out and seeing the big picture while also sweating the small details, grounding the team as a key leader on the Fullter Collegiate team. You'll manage a team of professionals, delegate responsibilities, hold others accountable, and craft long-lasting systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Instructional and School Leadership

- Provide exemplary leadership to all members of the school community to achieve outstanding performance in the school's mission of nurturing scholars capable of transforming their world by sending them to and through college
- Collaborate and lead as part of the greater school team and community.
- Exemplify a relentless commitment and passion for improving conditions for a successful future for all students.
- Define and set a collaborative vision that demonstrates a commitment to diversity, equity, inclusion, belonging, and anti-racism.
- Co-create and collaborate to develop a strategic plan that includes a vision, a plan for strong school systems and operations, and clear outcomes.
- Develop a unique learning experience for middle school students that prepares them for rigorous and engaging instruction at the high school level.
- Build and implement effective assessment systems and use the data to drive decision making for both short and long term goals.
- Design faculty and student schedules to align with goals and priorities in the strategic plan, promoting enriching learning opportunities for each student.
- Ground curriculum development and manage implementation, ensuring assessment best practices and achieving consistency among members of the school team.
- Lead and/or collaborate on curriculum development activities aligned to school and district goals and strategic plan priorities, maintaining alignment to state, district, school and other rigorous standards.

Drive Continuous Improvement through Coaching, Observations, and Feedback

- Plan and execute regular and consistent teacher observations and provide real-time feedback to drive student engagement and achievement.
- Lead and manage faculty and administrative staff, holding primary responsibility for professional development and program decisions aligned to strategic plan.
- Lead faculty to provide engaging and rigorous daily lesson plans, effective assignments, tasks, and homework, and differentiated and targeted support for each student.
- Build buy-in with the faculty and staff to collaboratively attain goals, ultimately fulfilling the school's mission and vision as a team.
- Set a high bar for every student by internalizing rigorous requirements for English Learners and students with IEPs, ensuring all modifications and accommodations are executed to fidelity and in partnership with the rest of the learning team.
- Lead and inspire teaching professionals and empower the administrative and instructional teams through delegating support to teacher assistant, program staff, paraprofessionals, front office, and operations team members.

Foster and Lead a Data-Driven Culture

- Understand and internalize all key data that demonstrates student achievement.
- Consistently emphasize and champion student success as the primary outcome.
- Create and support a data-driven culture where all team members systematically assess and monitor student progress using objective tools, resources, and practices.
- Collaborate with staff to use data to identify and respond to student needs.
- Maintain and follow policies and practices for assessment, grading, reporting, and promotion.
- Set a high bar for consistent maintenance of data record keeping, ensuring all team members are organized and poised for immediate request.

Cultivate a Healthy, Nurturing School Culture

- Build a vibrant, enthusiastic, engaged, and rigorous middle school culture along with students, staff, and families.
- Align school culture to school values and provide opportunities for students to co-create the culture with staff.
- Create a developmentally appropriate set of expectations for the middle school grounded in building strong habits that will set all students up for success in high school.
- Utilize excellent communication skills to drive the school mission and vision.
- Demonstrate and embody exemplary leadership for all staff, students, families, and community members in order to achieve goals so that each student is prepared and successful on their pathway to, through, and after college.
- Drive consistency of school-wide academic and behavioral expectations.
- Collaborate with all staff members to support students' academic and socio-emotional development and well-being.
- Support the consistent planning, execution, and celebration of traditions and rituals that align to the schools mission and vision.
- Manage and support staff to execute smooth administration of effective after-school and enrichment programs.
- Serve as a visible leader across the school and lead by example.
- Design and execute a communication plan to ensure consistent communication with families and involve them in their child's educational experience.

- Create modes of two-way communication with families and respond promptly and effectively to family requests and feedback.

QUALIFICATIONS

Required

- Bachelor's degree.
- At least 3 years of teaching experience.
- At least 1 year of experience as an instructional leader (i.e. Assistant Principal, Dean, etc).
- Excellent communication ability, including presentation as well as interpersonal skills with demonstrated ability to write and speak in a clear, concise, and compelling manner.
- Strong understanding of data-driven instruction and best practices.

Desired

- Excellent organization, time management, and follow up skills, demonstrating ability to manage multiple projects simultaneously.
- A strong sense of urgency, prioritizing student experience and outcomes.
- Strong sense of team and ability to work with and on a team to invest team members and drive outcomes.
- Wisconsin Administrative credential and/or MA degree.
- Charter school experience in an urban setting.

Physical Requirements

- Prolonged periods of mobility through a large campus, and at times prolonged periods of sitting at a desk and working on a computer.
- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) most of the workday.

Other Requirements

- The job may require occasional evening or weekend hours for family engagement events and meetings.

Salary and Compensation

- The salary range starts at \$95,000 and is commensurate with experience.

How to Apply

- Click on the link below to apply for the role
 - <http://tinyurl.com/5n8669bf>