



HEAD OF SCHOOL

Maine Academy of Natural Sciences
Maine Public Charter Schools
Hinckley, Maine

Job Details

Job ID: 3087884

Application Deadline: Posted until Filled

Posted : April 25, 2019

Starting Date: July 1, 2019

Job Description

The Head of School (HoS) of the Maine Academy of Natural Sciences provides innovative and progressive leadership to Maine's first charter high school, a school with a project-based curriculum and with a forward-thinking faculty. The HoS is dedicated to student-centered learning and possesses a strong understanding of proficiency-based educational systems. The HoS demonstrates strong collaborative leadership skills, the ability to communicate effectively with students and parents, and the ability to diagnose student and school needs and to frame and accomplish goals for student and school improvement. The HoS displays a commitment to relational education and the capacity to lead staff in carrying out multiple, individualized pathways to student success.

Domain 1: Professional Growth and Learning

- Recruits, hires, trains, supervises, and provides professional development opportunities to all MeANS staff.
- Encourages study, visitations, research, and careful experimentation by staff to improve programs and procedures.
- Participates in professional growth and development activities.

Domain 2: Process for Increased Student Growth and Achievement

- Ensures the collaborative implementation of intervention systems (academic, behavior, and special education) and practices that promote high achievement and standards of behavior, relationship building, and student engagement.
- Organizes the school and develops a master teaching schedule and any special assignments.
- Collaboratively leads the staff's development of curriculum, use of student performance data, and requests for resources, keeping abreast of proven up-to-date practices

Domain 3: School Planning and Progress

- Works closely with the Board of Directors and school community to facilitate the development, articulation, and stewardship of a vision of learning and a strategic plan that fulfills the school's mission.
- Oversees student recruitment, enrollment, and marketing to ensure the fulfillment of the MeANS mission.
- Develops an annual budget, supervises expenditures, and ensures effective management of resources.
- Oversees the coordination of grant initiatives and fund-raising.
- Ensures management of the organization, operations, and resources for a safe and effective learning environment.
- Coordinates collaboration between MeANS and Goodwill-Hinckley to fulfill the goals and procedures of the annual Memorandum of Agreement.

Domain 4: School Culture

- Advocates, nurtures, and sustains a community environment among all staff and students that is respectful, positive conducive to student

development and learning and to staff professional growth.

-Collaboratively organizes meetings of the leadership team and staff for the proper functioning of the school.

-Ensures that a safe physical, social, and academic environment is maintained in the workplace for all members of the MeANS community and, to this end, that the policies and procedures of the school are followed.

Domain 5: Professional Qualities and Instructional Leadership

-Supervises the instructional and other education programs of the school, in line with its philosophy and objectives, to ensure optimum learning conditions.

-Assigns staff duties, delegates responsibilities among staff, and encourages leadership within the staff to ensure fulfillment of the school's educational mission.

-Keeps informed about current trends and practices in the various subject matter fields and disseminates professional information and materials to school staff.

-Acts with integrity, fairness, and in an ethical manner so as to foster trust and commitment to the school's programs and purposes.

Domain 6: Stakeholder Support and Engagement

-Collaborates with families and community members, responding to diverse community interests and needs.

-Mobilizes community resources (parents, businesses, schools, colleges, and agencies) to enrich student learning and development.

-Assumes responsibility for all official school correspondence, news releases, and communication with parents and community partners.

Domain 7: Cooperating/Coordinating with Organizational Partners

-Collaborates closely with the leader of Good Will-Hinckley and other relevant personnel to ensure the successful operation of the school and mutual benefit of the two organizations as described in the Memorandum of Agreement.

-Keeps the Board of Directors fully informed about the school's progress and works closely with the Board Chair and each Board -Committee Chairs to plan and oversee the school's functioning.

-Is responsible for the implementation of all Board policies, laws, and regulations and for compliance with Maine Department of Education requirements.

-Represents the school to the Maine Charter School Commission (MCSC) and ensures compliance with its requirements.

Such other duties as may reasonably be assigned by the Board of Directors.

TO APPLY, send cover letter explaining why you want this position, resume, transcripts, at least 3 letters of recommendation, copy of MeDOE certifications, and a completed signed employment application from our website (https://docs.wixstatic.com/ugd/1fc787_1422155397774b46933b8b44e639b.pdf) to gdugal@gwh.org

Position Type: Full-time

Positions Available: 1

- Job Categories : Administrator > Assistant Principal/Dean/Head
Administrator > Assistant/Deputy Superintendent
Administrator > Curriculum
Administrator > Director/Coordinator/Manager
Administrator > Principal/Dean/Head of School
Administrator > Superintendent
Administrator > Vocational/Career Education
Administrator > Business/Finance
Administrator > Development / Marketing
Administrator > Public Affairs / Relations

Job Requirements

- Experience with the following preferred:

Project-based learning

Proficiency-based learning and grading

Restorative practices

Positive behavior supports

Intervention systems

Reporting to DOE, MCSC and/or grant programs

Reporting directly to a Board of Directors

Creating innovative programming demonstrating thinking outside the box

Increasing teacher empowerment and collaboration
Implementing student-centered initiatives
Standardized test coordination
Facilitation of the use of data to inform instruction or intervention systems

- At least 3 years of relevant experience preferred
- Master degree preferred
- Citizenship, residency or work visa required

Contact Information

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