

Exhibit A

MITCH Charter School

Position Description: Assistant Principal or Director of School Culture

Reports to: Executive Director

Supervises: Faculty and Staff

Salary: \$55,000 - \$65,000

Length of employment: 12 months

Classification: Non-Exempt

Summary: This position collaborates with a multitude of staff and faculty members to ensure a culture of belonging and responsive learning environment for all MITCH students. A big picture perspective of the school's strategic plan is necessary to this role, as well as the ability to simultaneously navigate student data and the daily tasks of school operation. In addition to Staff and Students, the Assistant Principal or Director of School Culture works with the Executive Director and School Counselor to implement a school-wide family engagement plan. This requires outreach and collaboration with the Parent Support Organization, the MITCH School Board, Tigard Tualatin School District, and community partners. Consistent interruptions require open, regulated, respectful communication and humility.

Essential Functions:

- Collaboration
- Clear communication and transparency
- Outreach and engagement
- Commitment to academic excellence and whole-child education
- School representation
- Innovation
- Organization

Responsibilities (include, but are not limited to the following duties):

School & Office Operations

- Support the design and implementation of the school's strategic plan
- Collaborate with School Counselor, Specialists, and Administrative Staff to manage staff and school schedules, communicate with Executive Director for approval
- Participate in Safety Team, support safety drills
- Strategize on custodial and maintenance needs with School Secretary, communicate with Executive Director for review and approval
- Substitute during teacher absence and substitutes unavailable
- Recess and car line duty
- Inform annual budget creation

Employee Support & Development

- Support equitable hiring process and best practices
- Support Executive Director to implement annual teacher observations and evaluations
- Attend monthly Lead by Learning meetings and organize student data collection and reflection using LbL Public Learning Process
- Collaborate with Administrative and Instructional Staff to develop professional development opportunities that emphasize antibias education, student centered teaching, trauma-informed practices, culturally responsive teaching, etc.
- Track staff CPR/First Aid training and renewal
- Coordinate with EBIS team to plan academic and behavioral interventions
- Support students when support staff are unavailable

Curriculum Management

- Monitor curriculum efficacy
- Collaborate with Curriculum Team and Executive Director to develop curriculum and programming professional development for teachers
- Manage curriculum and license renewals with Office Manager
- Support School Counselor with SEL curriculum and events at administrative level

Testing & Compliance

- Support Literacy Coordinator on testing implementation and analysis as needed
- Collaborate with Administrative Team to reflect and assess curriculum and best practices based on testing scores and student “street” data.
- Collaborate with Executive Director to ensure Charter, District, and State compliance

Family Engagement

- Work with Parent Support Organization, Executive Director, School Counselor, and School Secretary to design and implement all school multicultural events, workshops, resource fairs, and family engagement programming
- Support School Counselor to engage restorative circles, conflict resolution, or complaints process between staff and/or families, escalate to ED and School Board when appropriate
- Lead Prospective Family School Tours
- Address the public at all-school events

Other duties as assigned by the Executive Director.

Qualifications:

- Demonstrated ability to work within established guidelines and procedures and work with minimal supervision.
- A Bachelor’s degree with two to four years of relevant experience.
- An advanced degree and/or current Oregon Administrator licensure is preferred.
- Relevant education may substitute for experience, and relevant experience may substitute for education.
- Ability to read and comprehend job-related materials
- Ability to write professional correspondence
- Ability to maintain the highest level of confidentiality

Work Conditions / Physical Requirements

Standing	40%
Sitting	40%
Bending/Lifting	20%

Work generally takes place in an office with a temperature controlled environment.

Compensation/Benefits:

- Medical insurance
- Dental insurance
- Financial support for position specific professional development
- \$475/month if insurance is waived
- Paid holidays
- 6 days paid time off during the school year

- 10 days paid time off limited to the Summer months
- PERS

Disclaimer:

This position description in no way states or implies that these are the only duties to be performed in this position. Employees are required to follow instructions and to perform other job related duties at the Executive Director's request. The Board of Directors may modify this description at its discretion.

I have read this description and understand the requirements of the position.

_____ Employee Signature	_____ Date
_____ Executive Director Signature	_____ Date
_____ Board Chair Signature	_____ Date

M.I.T.C.H. Charter School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its student admissions policies, employment policies, educational policies, grant, scholarship, or athletic programs and any other school administered programs. We are an equal opportunity employer.