



ASSISTANT HEAD OF SCHOOL

*To learn more about this role and speak to a recruiter, click [here](#).
Click [here](#) to apply.*

Overview:

The Assistant Head of School will be responsible for overseeing the curricular and instructional programming for the school. This will include directly managing the school's instructional program; supporting the management of instructional staff by providing regular feedback to teachers on their effectiveness in meeting the needs of Allegiant Prep's instructional program; and designing and delivering professional development to push the strength and impact of the instructional program. This work will be personally, physically and intellectually exhausting. This work will push you to your professional limits. This work will ask more of you than you thought you had to give. But you will be part of something that will transform the lives of hundreds of students in Indianapolis.

Background on the Organization:

Allegiant Prep is deeply committed to equipping and inspiring *all* students to live up to their power and potential through a rigorous college prep education. *Allegiant Prep* is an elementary school built on research and best practices of high performing charter schools nationwide and is uniquely focused on educating students of Indianapolis. We were authorized by the Indiana Charter School Board in the spring of 2017 and welcomed our Kindergarten – Fourth Graders in the fall of 2021.

Allegiant Prep's philosophical approach to creating a transformational school for the students of Indianapolis is based on three foundational beliefs:

- 1) Every child, no matter race, socio-economic status, zip code or home language, can be on a path to college;
- 2) Students thrive in a safe, structured and supportive environment; and 3) Fostering Intelligence plus character is a critical component to building a sense of responsibility in our country's future leaders. For more information, please visit our website: www.allegiantprep.org.

Job Responsibilities:

In addition to the duties set forth below, the successful candidate will be expected to perform all the other duties assigned by his/her supervisor, the School's Head of School and the Head of School's designees, including but not limited to:

- Observe teachers daily, conducting formal and informal observations. Provide ongoing feedback to teachers on instructional delivery and structure substantive feedback for more significant areas of growth;
- Meet with teachers weekly to plan units, examine assessments and student data, and provide feedback on instruction and curriculum design;
- Set weekly instructional goals for teachers and design an observation schedule to provide feedback on teachers' progress in meeting those goals;
- Contribute to all Allegiant Prep staff member's evaluations and attend evaluation meetings with instructional staff;
- Oversee curriculum development and student assessment-related systems;
- Manage Special Education and ELL inclusion program, working with the Special Education Teacher of Record and core academic teachers to design inclusion, monitor the effectiveness of inclusion, and provide feedback and support to create a high-quality inclusion program;
- Develop and lead instructional professional development sessions;
- Implement effective internal assessment systems to monitor academic progress of students throughout the year and implement and oversee systems for data analysis of all internal and external assessments; and
- Uphold the mission of the school
- Participate in student enrollment efforts during the school year and summer
- Participate in hiring teachers during the school year and summer

Specific Responsibilities:

- Demonstrate a relentless drive to improve the minds, characters and lives of students both in and out of school;
- Show unwavering commitment to youth achieving greatness;

- Exhibit deep knowledge of K-8 content, standards, instructional materials, and resources;
- Create a positive, structured learning environment to ensure that students observe the school's core values, high expectations, and code of conduct;
- Develop, train staff on, evaluate the implementation of curricula and activities to meet academic standards;
- Design and implement assessments that measure progress towards academic standards;
- Use assessment data to refine curriculum and inform instructional practices;
- Lead a collaborative curriculum development process;
- Provide consistent rewards and/or consequences for student behavior to ensure that students observe the school's core values, high expectations, and code of conduct;
- Be accountable for students' mastery of academic standards;
- Share responsibility for grade-level and school-wide activities;
- Exhibit resilience to persevere and turn challenges into opportunities;
- Focus constantly on student learning, thinking critically and strategically to respond to student learning needs;
- Communicate effectively and work collaboratively with students, families, and colleagues;
- Engage families as partners in their children's education;
- Participate in and support school decisions regarding intervention programs and strategies for struggling students, with focus on the needs of English Language Learners and students with individualized education plans;
- Give, receive, give and implement regular feedback to/from school leadership based on observations of classroom instruction, content teams, and school-based professional development;
- Commit to continual professional growth, participating actively in department meetings, faculty meetings, regular internal professional development session, board meetings, and other meetings
- Participate in an annual three-week staff orientation and training
- Overseeing teachers collecting, inputting, and maintaining students' grades in PowerSchool
- Serves as building test coordinator
- Refines daily and alternative instructional schedules

Skills and Characteristics:

- Bachelor's Degree in related field plus appropriate licensure (required); Master's Degree (preferred);
- Minimum of four (4) years teaching experience with exemplary results; experience working in a high-performing, urban public charter or district school is strongly preferred;
- Indiana K-8 Certification required
- Demonstrated efficacy in raising academic achievement for low-income, urban students;
- A deep passion for social justice and equity for all children; a strong belief that all students can achieve at the highest levels regardless of demography;
- The ability to focus and thrive in a fast paced, entrepreneurial environment;
- Experience working with diverse student body and staff;
- Ability to exercise excellent judgment in decision-making;
- Outstanding organizational skills and high attention to detail;
- Outstanding written and oral communication skills Strategic thinker and proactive problem-solver;
- An entrepreneurial spirit that reflects an openness to change, a willingness to problem-solve, and an interest in developing new ideas & programs; and
- Demonstrated ability to work well with others and build relationships across teams and school

Physical Requirements/Demands:

- Ability to stand 2/3 of the time
- Ability to lift up to 40 pounds
- Some night and weekend activities

Salary & Benefits:

We offer a competitive salary and benefits package depending on experience and qualifications.

As an equal opportunity employer, Allegiant Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability, or any other category protected by applicable law.

