



## Middle School Principal (SY 2022-23)

*The Equity Project Charter School*

To learn more about this role and how to apply, please email [Amanda Keller](mailto:Amanda.Keller@tep.org) or click [here](#) to schedule an informational call.

### Join TEP for a Middle School Principal On-Site Open House!

**Wednesday, January 19, 2022 @ 6:00 pm**

Are you a visionary leader committed to educational equity?

Join TEP for an in-person Open House in TEP's newest state of the art Middle School facility. Take a tour of the school and learn more about TEP's revolutionary model, the application process and what it's like to lead at TEP!

[Please RSVP here!](#)

Join the **senior leadership team** of a revolutionary school that has been featured in *The New York Times*, *The Wall Street Journal* and on *60 Minutes* for its \$125,000 teacher salaries and outstanding results. TEP is seeking a visionary leader for our Middle School, which serves 480 students in Grades 5 to 8. Beginning at the start of the 2022-23 school year, the Middle School Director (Principal) will be the instructional leader for the campus, guiding over 35 teachers, 4 social workers, and support staff in maintaining a rigorous instructional program aligned to the 3 A's (Academics, Arts, & Athletics), while cultivating a safe, positive, and inspiring school culture.

Watch [this video](#) to learn more about TEP's new Middle School facility, designed with community and equity at the forefront.

The job description for this role is below and more details can be found [here](#). Email [Amanda Keller](mailto:Amanda.Keller@tep.org) with any questions.

### **SUMMARY OF RESPONSIBILITIES**

#### **INSTRUCTIONAL LEADERSHIP:**

Serves as the campus-wide Instructional Leader by providing teachers with instructional coaching and supervision and heading a team of instructional supervisors

#### **CURRICULAR LEADERSHIP:**

Reviews and aligns curriculum across major subject areas to ensure coherence, rigor, vertical alignment, and fidelity to TEP's emphasis on knowledge-building

#### **ACADEMIC PROGRAMMING:**

Ensures student schedule, course offerings, and special programs are aligned to TEP vision of the 3 A's: Academics, Arts, and Athletics

#### **PROFESSIONAL DEVELOPMENT:**

Directs professional development for teachers and social workers based on school needs, with an emphasis on peer learning

**STUDENT CULTURE & DISCIPLINE:**

Leads a positive campus culture which engages and inspires students and ensures consistent adherence to the school's relational approach to student discipline

**STUDENT DATA:**

Leverages the collection and analysis of student data to inform instructional practices and drive growth and performance goals for students

**STAFF CULTURE:**

Collaborates with other campus leaders to model and foster a positive, Norms-driven staff culture, design and implement team-building opportunities, and promote staff wellness

**FAMILY ENGAGEMENT:**

Promotes authentic family engagement in the school community through clear and consistent communication with families as well as meaningful opportunities for family participation in school life

**COMMUNICATION:**

Connects with students, staff, and families to regularly communicate about the school's vision, programs, policies, events, and opportunities

Designed with community and equity at the forefront, TEP's Middle School campus possesses unique aesthetic and structural choices to enhance both programming and the role of the school within the Washington Heights and Inwood community.

**SUPERVISION & COLLABORATION**

- Collaborates with the Head of School to ensure TEP's Middle School program aligns to the school's overall vision, to design and implement special initiatives, and to identify and troubleshoot challenges as they arise
- Supervises 2 Middle School Assistant Directors, Subject Department Leads, and 1 Director of High School Placement
- Aligns with the Middle School Director of Operations (DOO) to support excellent customer service and maximize operational efficiency of the entire MS Operations team

**COMPENSATION, BENEFITS, & REPORTING RELATIONSHIP**

**Compensation:** The annual salary for the Middle School Director (Principal) ranges from **\$150,000 to \$170,000**, commensurate with experience.

**Benefits:** TEP Perks include medical, dental, and vision coverage, a 403b retirement plan, TEP's staff meals program, commuter benefits, professional development reimbursement, and employee wellness opportunities.

**NOTE:** In adherence with Department of Health guidelines, all charter school staff is required to provide proof of COVID-19 vaccination.

**Supervisory Relationship:** The Middle School Director (Principal) reports to the Head of School.

**Start Date:** Flexible start date to assume full leadership of the Middle School at the start of the 2022-23 school year.

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