



UNIVERSITY PREP

Position: **Principal**

Submit resume [here](#) to be considered or reach out to a [recruiter](#) for more information

Our Mission:

Building a foundation of skills, knowledge and character, University Prep educates every K-5 scholar for a four-year college degree and life of opportunity.

The Opportunity:

In August of 2019, the University Prep Board of Trustees approved a strategic plan for the next five years (through 2023-24) focused on two goals. One, achieve true excellence at our existing campuses (ensuring a range of academic and nonacademic outcomes for all children that fully align with the ambitious expectations of our mission). Two, open two additional outstanding elementary campuses. As U Prep grows as a network, it is critical that we build a bench of incredible leaders who are ready to step into the Principal role. Principal Residents engage in a 1 to 2 year experience in which they prepare to lead an existing or new U Prep campus.

Why you'll love us:

"We have been a part of the University Prep family from the beginning. Over the past school years, I've been so proud to see my child grow, learn, and get the support that I feel every child should receive." – U Prep Parent

At U Prep, we're doing things differently. Three major focus areas drive our work each day, ensuring we stay true to the promises we make to every one of our families – a genuine life of opportunity for their child.

Academics - Academic excellence for every child sits at the center for our work. U Prep offers all scholars challenging, college prep content, along with the support and encouragement necessary to master it. We believe every child will achieve greatness when they are equally challenged, supported and loved.

Character - A focus on growing good students and good people is at the heart of our mission. U Prep knows that to succeed in life, scholars must have a strong and confident character. Our schools go beyond a foundation of academic skills and knowledge with the development of our PREP values - Pride, Responsibility, Enthusiasm, and Perseverance.

Vision - You can only dream as far as you can see - we make sure all of our students see what's truly possible. All children deserve a line of sight on the opportunities that live outside of their classrooms. Within our K - 5 experience, our scholars get to see a range of colleges and careers that will become their reality.

Achieving big dreams takes hard work and a team effort. Our approach to education and the genuine partnership we build with our families means the possibilities for U Prep scholars are unlimited.

What we'll do to love you:

Our compensation and benefits package includes, but is not limited to the following:

- Up to \$ 10,000 in moving stipends and a signing bonus
- Highly competitive salary within the local market
 - \$ 100,000 – \$120,000 (*New hires are typically brought into the organization at a salary between the range minimum and midpoint depending on experience, historic performance in leadership roles, and in alignment with internal equity)

- 100% of medical benefit covered for all employees, and options to elect dental, vision, critical illness and accident benefits.
 - Up to \$600 in contributions to a personal wellness account
- Access to high-quality, external professional development (*up to \$ 15,000 per year with all costs covered*)
- Participation in the Colorado PERA retirement program, including PERA 401K option
- Weekly personalized coaching and supports from our Chief Academic Officer

Why we'll love you:

You love children. You are deeply committed to working with young people and are unwavering in your optimism about what they are capable of.

You're mission and values-driven. You are committed to educational equity for all children and are deeply aligned with the core values that drive our team and our organization.

You believe academic rigor for all is education equity. You are unwavering in your belief that all children should receive challenging, grade-level content within a cohesive, standards-aligned curriculum. Further, you are crazy about all students achieving mastery of that content.

You love working with adults. Your experience has shown you that an investment in people and culture can lead to transformative change in an organization. You proactively build meaningful and authentic relationships, which positions you to effectively support and motivate those around you. You push people to achieve more than they could or would on their own because you genuinely care about them.

You want to be the best. You care deeply about mastering your craft and take full ownership over your growth and development. You get a little better every day because you are invested in truly becoming the best at what you do.

You never give up. When things feel impossible, you roll up your sleeves, stay calm and level-headed, and carry an unyielding sense of optimism. You take on challenges and find a way to get to the finish line.

You operate with deep humility. While you carry skills and knowledge from previous experiences, you humbly reflect on new learning and are open to change if it means getting better. You ask questions, listen, and learn from families, team members and other leaders.

What you'll do:

- Embody the mission, vision and values of our organization
- Live by the five core values that guide our work together (*Educate our Scholars, Serve our Families, Serve the Team, Walk the Walk and My Child*) along with our organizational definitions of Equity, Inclusion and Anti-Racism
- Directly manage the growth, development and performance of school leaders who are charged with supporting, uplifting and moving the needle with all staff in the building
 - *Our "Dean model" includes three Deans of Academics (Dean of K -1, Dean of Literacy and Dean of Mathematics), a Dean of Operations and a Dean of Scholars (Culture). The Principal's most important responsibility is ensuring the success of these leaders who directly oversee all staff members*
- In coordination with existing U Prep leadership (i.e. Executive Director, Chief Academic Officer, etc.) ensure absolute clarity on vision for school culture and build/execute systems and procedures that bring that vision to life
 - *U Prep operates with deep consistency across campuses to ensure all children (and adults) experience a school setting that is warm, predictable and consistent, leading to children meeting & exceeding expectations set forth in our PREP values as they build their character and personal identity*
- Take full ownership of annual and long-term goals that focus on three major groups – children, staff and families.
 - *Goals are established in alignment with the network's Vision of Excellence (VOE), which was created in the*
 - *2020-21 school year by a wide range of stakeholders (educators, parents, leaders, etc.)*
- Oversee the health of the school – adult culture, scholar culture, relationships with families, external community, etc.

- *The experience adults and children have in the building and that families have in their relationships with the school is under the direct guidance and responsibility of the Principal*
- Work alongside of the network's Chief Academic Officer (CAO), other members of Central Office and leaders across other U Prep schools to plan & execute small group & staff-wide professional development (for both campus-based staff and the full network)
 - *Professional Development includes weekly sessions built into the schedule as well as Summer Institute (3-week training in the summer) and Data Days that take place prior to the start of each quarter*
- Analyze student achievement and behavioral data as well as teacher performance data on a variety of metrics, both quantitative and qualitative, and use information to collaborate with leaders/staff on short- and long-term planning to enhance performance
 - *Ensure effective monitoring and support with plans put in action – driving towards identified priorities*
- Ensure organizational mindsets and key elements of school programming are in place and effective that directly support and uplift students with special needs & children who are emerging multilingual students
- Lead Teacher IL's (Instructional Leaders) in developing their technical and adaptive skills as they support Teaching Fellows who are in a one-year development program, preparing for full-time teaching roles in the year ahead
- Manage and support school-wide operational and celebratory routines such as arrival/dismissal procedures, lunch, recess, transitions, community circle, etc. ensuring a visible leadership presence during key moments each day
- Interface directly with families across the school, ensuring parents not only feel deeply connected with their child's educator and front office staff, but with the leader of the school
- Work with coach (CAO) at enhancing key skills and mindsets aligned to the expectations of principalship at U Prep.
 - *Take personal ownership of growth and development while receiving and applying feedback (constantly leverage existing assets while going after highest leverage areas of growth)*
- Engage in external training programs and supports in alignment with personal growth areas.
 - Potential examples include:
 - BES Schools LENS Programming – [Leaders of Emerging School Networks](#)
 - RELAY Graduate School of Education NPAF – [National Principal Academy Fellowship](#)
 - [Authentic Leaders Training](#)
- *U Prep will cover the cost associated with all external training programs*
 - UnboundEd - [Standards Institute](#)

Position Requirements:

- Full commitment to our mission and vision, definitions of diversity, equity and inclusion, and our core identity statement
- 5+ years of leadership and teaching experience in an urban environment with a demonstrated track record of success in moving academic achievement and effectively managing teams
- Deep knowledge of and experience with the Common Core State Standards ([CCSS](#)) in grades K-5
 - Ideally, experience with cohesive, standards aligned, curriculum (*i.e. Eureka Math, Wit & Wisdom, CKLA, Amplify Science, etc.*)
- Ability to multi-task and prioritize
- Excellent verbal and written skills
- Ability to assess data, find trends, and use a range of information to make strategic decisions
- Strong organizational skills
- “Whatever it takes” attitude & tenacious work ethic
- Openness to feedback along with a deep desire to continue developing as a professional
- Commitment to personal ownership over school-wide outcomes – adult and student culture, academic outcomes, parent satisfaction, etc.
- Minimum of a Bachelor's degree (*required*)
- Bilingual - English/Spanish (*preferred*)

As an equal opportunity employer, University Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability.