



## Founding High School Principal

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### About RISE Prep Mayoral Academy

RISE Prep Mayoral Academy is a college preparatory K-8 public charter school located in Woonsocket, Rhode Island. Approved by the Rhode Island Board of Education in October 2014, RISE Prep opened the doors to the inaugural class of Kindergarteners in September 2015. To ensure excellence and quality as RISE Prep grew, the flagship school followed a slow growth model and will grow one grade each year until it reaches its full K-8 enrollment in the 2023-2024 school year. Through a rigorous curriculum, highly structured learning environment, and character education, RISE Prep Mayoral Academy ensures that all Kindergarten through 8th grade scholars achieve the academic skills, content knowledge, and character required for the path to college. RISE Prep is dedicated to providing a high quality education to ALL scholars.

RISE Prep joins Rhode Island Mayoral Academies in establishing intentionally diverse schools that enroll from both urban and suburban communities. We believe that part of our mission is to teach the importance and value of diversity within classrooms and communities. RISE Prep curriculum includes character education and community engagement in our model to ensure habits of service, helping, and kindness are fostered within our scholars to shape engaged and caring members of their communities.

In Fall of 2022, RISE Prep submitted an application to open its final two schools to complete the RISE Prep Mayoral Academy Network: RISE Prep's High School (proposed to open Fall 2024) and RISE Prep's second K-8 school (proposed to open in Fall 2028). RISE Prep's high school will follow a slow growth model and serve 80-100 9th grade scholars in Fall 2024 and welcome a new 9th grade class each year until full enrollment in Fall 2028.

RISE Prep learned through its Flagship school founding, that the role of a Founding School Leader is critical to the successful of the academic program and outcomes of the school, as well as the establishment of a strong scholar and adult culture in which the entire school community is committed to the mission of getting scholars to and through college.

**RISE Prep is looking for an incredible educator who is a self-starter and believes deeply in a rigorous, equitable, and joyful high school experience that will prepare RISE Prep's high schoolers for entrance to, and success in, and after college academically, socially, and mentally.**

### **Your Mission**

#### **Redefine what's possible in public education.**

Your primary commitment is to drive outcomes for all students so they succeed in college and the world-beyond. You are the instructional and cultural leader of the school. You are relentless in your positivity, but unyielding in your high expectations of staff and students. You'll work closely with the high school leadership team of deans in both academics and operations, as well as community members and families to create a game changing high school experience for RISE Prep's scholars.

### **Your Responsibilities**

#### **Launching Your School Alongside RISE Prep's Superintendent**

- Design the vision of a new high school that is student-centered, progressive, and a dynamic learning community
- Create school policies, systems, and structures that will support the development of a learning environment that fits with the RISE Prep core values, habits, and beliefs
- Work with the Superintendent during Planning Year (2023-2024) to create the annual calendar, academic program, and daily schedules for staff and scholars
- Ensure equity and high expectations across the school's culture, learning, academic, and discipline systems
- Build relationships, presence, and network connections with the surrounding community of the new RISE Prep location
- Be an extremely active driver of school recruitment in partnership with the Marketing and Communications team
- Hire diverse operations and instructional team members who will contribute to the mission and values of RISE Prep
- Lead the development of the curriculum and instructional model for your campus-specific programming in partnership with the Academic team
- Potentially support the design of a school building that is best suited for our teaching and learning model
- Represent the school at educational events and community meetings
- Plan professional development including the beginning of-year campus-based summer professional development

## Accountabilities

- Work with the Superintendent to create ambitious and rigorous mission-aligned academic goals
- Work with the Superintendent to create operational, family satisfaction, RISE values and scholar culture goals that are mission-aligned and measured and reported consistently
- Participate in quarterly step-backs with Superintendent and Leadership Team to analyze progress towards school's goals
- Achieve a 5 STAR Rating on Rhode Island's Accountability system which measures academic growth and performance, attendance, discipline, and equitable outcomes within performance of subgroups.

## School Leadership

- Have a relentless, whatever it takes, attitude and mindset about founding an excellent high school for RISE Prep scholars
- Lead with an equity lens for all
- Demonstrate RISE Values in every interaction, initiative, and task
- Design vision, strategy, and campus goals and objectives addressing the needs of the student population on campus
- Oversight of compliance and implementation of special programs alongside the respective department directors of Special Education, Multilingual Learning, and Response to Intervention
- Build upon the foundational character education and values of RISE Prep's K-8 program in an age-appropriate meaningful way for high schoolers
- Plan, participate, and/or lead professional development sessions for team members
- Present for scholars a positive role model that supports the mission, core values, and core habits of RISE Prep and is committed to their individual and collective success each day
- Lead instructional staff (school leaders, teachers, and paraprofessionals) to achieve measurable and ambitious results
- Lead instructional staff to improve their teaching quickly and measurably through daily observations, on-the-spot coaching, data conversations, and effective evaluations
- Lead other campus leaders to improve their coaching quickly and measurably through daily collections, on-the-spot coaching, data conversations, and effective evaluations
- Supervise the implementation of RISE Prep curricula and assessments to meet ambitious academic expectations
- Supervise and coach RISE Prep's college and internship programming
- Review teachers' weekly lesson plans and provide feedback

- Synthesize, analyze, and prioritize data and opportunities to develop strategies that achieve quantifiable goals
- Proactively identify opportunities to improve and consistently reflect on past actions to guide future decisions
- Build a strong culture of communication around academic program with staff, families, and scholars
- Establish and maintain a cooperative working relationship with scholars and families based on trust, understanding, and respect
- Effective facilitation and personal use of technology as a communication and educational tool to improve teacher development, student achievement, and manage work-related tasks
- Design and oversee tutoring opportunities, Saturday credit-recovery, and summer learning programs
- Participate in weekly manager check-ins, grade-level meetings, before and after-school duties, and school-wide meetings and functions
- Engage in summer and year-long district, school, and personal learning and development
- Minimum of 40+ hours spent at school per week
- Participate in scholar and staff recruitment initiatives
- Support and collaborate with network leaders to provide a robust and comprehensive athletic and extracurricular program

## Scholar Culture

- Create a school culture in which scholars feel a sense of belonging, acceptance, and confidence in who they are and their abilities
- Coordinate school-wide programs that recognize positive student behavior and effective practices that invest and engage scholars in the school culture
- Support the creation and implementation of a clear and consistent behavior management system while developing scholars' character, independence, and sense of community
- Develop a school-wide culture that fosters a productive and enthusiastic learning environment for each scholar
- Ensure that school rules are uniformly observed and that scholar discipline is appropriate and equitable
- Support school leaders in holding conferences about scholar behavior and behavior support plans with parents, scholars, and teachers
- Develop and follow clearly articulated plans for daily operations and implementation of student services, including support services, discipline management, restorative practices, and crisis intervention

## Talent Management and Adult Culture

- Manage a team of leaders, teachers, and paraprofessionals
- Champion and model RISE Prep core values and habits in adult culture
- Coach operations talent to build technical and leadership capacity
- Select, onboard, evaluate, and retain talent in the right roles
- Collaborate with the network team on hiring, engagement, development, and retention across roles
- Coach and develop team members on performance frameworks via 1:1 check-ins and frequent observation and feedback sessions
- Fully engage in RISE Prep's Coaching and Evaluation Model
- Foster camaraderie and team-building among staff members
- Encourage active staff involvement in decision-making processes
- Encourage open communication between staff, students, parents, and the community
- Communicate and promote expectations for high-level performance to team members
- Ensure the effective and quick resolution of conflicts either between scholars and staff, or parents and team members
- Model seeking out feedback to improve own practice and build a culture of feedback in which feedback is able to be given and received respectfully and in a way that drives outcomes

## Fiscal and Operational Management and Adherence

- Work with network leaders to ensure your school is on track to meet enrollment and persistence targets annually
- Create and support school-specific strategies or events, partnering with network recruitment teams and scheduling school staff to take specific actions
- Work with the Superintendent and CFO to develop an annual budget based on documented school needs, estimated enrollment, personnel, and other fiscal needs
- Keep programs within budget limits, maintain fiscal control
- Compile and maintain all reports, records, and other documents required, including accurate and timely reports
- Work with the Dean of Operations, to manage the use and maintenance of all school facilities to ensure a clean, orderly, and safe campus

## Your Qualifications

- Self starter who goes above and beyond to learn, research, and propose ideas to move the work forward
- A Bachelor's degree required and master's degree preferred
- At least 3 years of full-time teaching experience with proficient results required
- K-12 school leader experience with proficient results required
- Proven track record of coaching teachers to achieve success in the K-12 setting
- Strong organizational, communication, and interpersonal skills
- Ability to adjust and adapt to a multitude of situations in the school environment
- Ability to be culturally competent
- Incredibly strong goal-setting, time management, organization, and prioritization skills

## Your Schedule

- Year-round position with general operating day hours based on scholar daily schedule
- After hours communication and events will be required
- Full-time, non-exempt, 12-months per year
- Summer schedule once the school is founded may include remote work and flexibility and will be determined with the Superintendent

## Your Compensation and Benefits

- Planning Year (2023-2024, Begins July 1, 2023): \$90k-100k, dependent on experience, with potential relocation support of up to \$10k
- Year 1 (2024-25): Year-round position with annual starting salary ranging from \$110k-120k, dependent upon experience
- Health benefits including medical, dental, vision, and tuition/childcare reimbursement programs
- Paid personal days, paid bereavement leave, and paid parental leave
- Off on holidays, as well as a full week for Thanksgiving Break and 1-2 weeks for Christmas Break
- Additional vacation weeks will be discussed within offer letter
- 401K Match
- Employer-paid Long-term Disability and Life Insurance

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