



EL COLEGIO

**Principal/Executive Director
Position Announcement for El Colegio High School - 9.19.19
Full Time (1.0 FTE)**

El Colegio Charter School is a public, tuition-free high school with an affiliated after-school program located in the vibrant and ethnically diverse Bancroft neighborhood of south Minneapolis.

Mission

In community, El Colegio honors and builds upon the talents of bilingual students and their diverse families to provide the academic rigor, leadership skills, career preparation, and community connections necessary to fulfill their potential as change makers.

Vision

Communities worldwide are transformed by the El Colegio experience of liberation.

Values

In community, we foster a space for healing and liberation through these values:
Identity, Solidarity, Intellect, & Justice.

Position Overview

El Colegio is seeking an exceptional school leader. The School Principal/Executive Director is responsible for all aspects of running a school. This position is responsible for overseeing instruction, curriculum, assessment, and professional development. This leader is responsible for program accountability, staff oversight, student recruitment, teacher/staff supervision, quality education goals and objectives, parent engagement and other administrative responsibilities. The Principal/Executive Director is in charge of the leadership team made up of the Academic Dean and Dean of Operations. This position is responsible for fundraising, fiscal management, and community engagement.

The Principal/ED ensures the safety of all students and personnel and develops policy and procedures and implements the mission of El Colegio to ensure successful graduation and college matriculation of students.

Responsibilities

Essential Duties and Responsibilities:



EL COLEGIO

- Promotes and implements the mission and vision of the school
- Develops school policy and procedures
- Develops and implements the School Improvement Plan
- Develops and implements a student recruitment plan
- Provides program reports to the Board of Directors
- Attends all meetings required by all funding sources
- Oversees all accountability measures of the school's authorizer are met
- Develops community partnerships
- Hires all faculty and staff
- Oversees effective operations of the building
- Leads fundraising efforts including writing grants
- Engages with the community
- Handles all emergencies

Instruction:

- Oversees instruction to meet the needs of all the students
- Facilitates curriculum development
- Facilitates professional development
- Supervises and evaluates all staff on a regular basis

Staff and Reporting Relationships

This position reports directly to the Board of Directors and spearheads the Leadership Team.

Qualifications

Preferred qualifications:

- Education Background
- Leadership Experience
- Bilingual in both Spanish and English
- Understanding of indigenous education
- Masters Degree in Education or equivalent
- Principal licensure preferred
- Successful track record working with schools
- Direct experience in successfully working with external constituencies, Board of Directors, and families
- Team building expertise, problem solving skills



EL COLEGIO

- Verbal and written presentation abilities, effective decision-making, and strategic thinking
- Experience in successful school improvement and/or turnaround efforts

Skills/Traits

The Principal must:

- Demonstrate alignment with the educational philosophy and core beliefs of El Colegio
- Believe in community transformation
- Practice continual deliberate reflection, and improvement in, practices in service of El Colegio's mission
- Possess strong leadership and team skills
- Be a self-aware leader who knows how to treat all members of the school's community with respect
- Committed to preparing students for excellence in college, career, and community through a culturally relevant curriculum and instructional practices
- Apply superb organizational, self-management, planning, and execution skills to handle multiple responsibilities and solve problems effectively
- Be dependable and goal-oriented
- Ability to design and deliver quality professional development for administrators and teachers
- Be passionate about academic learning and insistent on academic excellence and rigor at all times

Compensation

Salary for this position is based on experience and abilities, and the El Colegio Board of Directors approves annual salary adjustments. A comprehensive benefits package is included, with 4 weeks vacation plus regular school holidays.

To apply, please email your resume, cover letter, and three professional references to azukoski@el-colegio.org by 11:59 PM Sunday October 20th, 2019.

**El Colegio High School
4137 Bloomington Ave S Minneapolis, MN 55407
(612) 728-5726**

El Colegio is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.