

Assistant Superintendent

Start Date: August 2011

Team: Academic School Support

Reporting to: Chief Academic Officer

Location: Manhattan and Brooklyn, NY

BACKGROUND

Beginning with Children Foundation (BwCF) creates pathways to higher education, self-sufficiency and community engagement for New York City children. Founded by Joe and Carol Reich in 1990 to support educational reform in New York City, BwCF manages two charter schools in Brooklyn – Beginning with Children Charter School and Community Partnership Charter School and operates an innovative Alumni Program. We are building on the legacy of our 20-year history by reshaping our educational model to help our graduates meet the quickly changing expectations of the 21st Century.

BwCF programs develop students intellectually through a challenging liberal arts curriculum that encourages them to understand the world, express themselves and to use critical thinking skills to solve complex problems. At both of our schools, we continually assess our students' performance to ensure that our programs are meeting their individual needs and helping them master important skills. We also expose our students to learning opportunities beyond the classroom through field trips, guest speakers and community service projects. BwCF's Alumni Program provides mentoring, tutoring, internships, college readiness training and career networking opportunities to the graduates of our schools.

SCHOOL OVERVIEW

Beginning with Children Charter School (BwCCS) is a nurturing learning community that serves students in grades K – 8. Students are taught to think creatively and become active citizens in their community.

Community Partnership Charter School (CPCS) is a warm supportive community that serves students in grades K-7 (K-8 by 2012-13). Students are taught to creatively solve complex problems and explore and develop their own special talents through learning opportunities in and outside of the classroom.

POSITION SUMMARY

The primary responsibility of the Assistant Superintendent will be to supervise a portfolio of school leaders and to ensure dramatic gains in student achievement. Through effectively coaching and supporting our school leaders, s/he will continue to build their capacity as leaders. The ideal candidate will possess expert levels of ELA and/or Mathematics instructional practice, will understand how to utilize data to inform instruction and will have a track record of extraordinary student achievement. The Assistant Superintendent will report directly to the Chief Academic Officer (CAO)/Superintendent, and they will work together to ensure that all Beginning with Children Schools succeed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support, coach, train, and supervise principals:
 - Hold 1-on-1 meetings with each principal (monthly reflection/data review, problem-solve around pressing issues, professional development planning).
 - Provide ongoing informal and formal feedback and support
 - Collaborate with the CAO and other members of the Academic Support Team to design principal, assistant principal and staff developer and academic dean training
 - Create mid-year and end-of-year Professional Growth Plans (evaluations) for all principals in portfolio
 - Serve on committee to select new principals; become the primary point-of-contact for top candidates during the process
- Regularly review data to identify strengths and growth areas; work with principals to develop clear plans to address growth areas
- Work with principals to design and implement rigorous intervention programs
- Ensure that schools are getting top-quality service from all BwCF Support Teams:
 - Finance/Budget
 - Operations
 - Curriculum (consultants)
 - Policy
 - IT
 - Recruitment
 - Pathways
- Provide some limited, direct coaching and support of teachers in the schools
- Facilitate knowledge capture by developing systems for capturing, codifying, and sharing materials and best practices across the network, including the creation of a video library of high-quality lessons

QUALIFICATIONS

Candidates for the position of Assistant Superintendent will have at least the following experiences and qualifications:

- Five (5)+ years in a school-based leadership role, such as a Principal, leadership coach or leadership mentor
- At least four (4) full years of demonstrated excellent student performance results in an urban community serving low-income scholars
- At least four years of highly effective teaching experience demonstrating a strong track record of student performance gains.
- Strong coaching and people management skills
- Solid analytical, communication, influence and negotiation skills
- Familiarity with the Common Core State Standards
- Familiarity with the TC Readers and Writers Workshop and/or Fountas and Pinnell reading continuum and data-driven instruction or,

- Familiarity with TERC/ Scott Foresman Investigations and Connected Mathematics Project and data-driven instruction
- Experience designing and implementing an instructional program
- Experience leading a group of teachers towards quantifiable results
- Master's degree in a relevant area of study

SALARY AND BENEFITS

Salary is competitive and commensurate with experience, and includes excellent benefits (health, 401(k), life, etc.).

TO APPLY

Please send a cover letter (with salary history) and resume to: dreid@bwcf.org