



WHIN Music Community Charter School
Middle School Assistant Principal
New York, NY



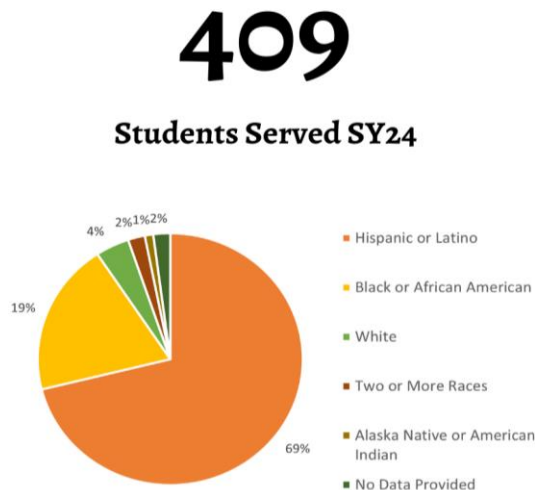
About WHIN Music Community Charter School

Washington Heights and Inwood (WHIN) Music Community Charter School provides a diverse student population with rigorous academic instruction, intensive music education, and a positive learning environment so that every student can thrive academically and socio-emotionally.

Every WHIN student participates in both Orchestra and Choir every day in the El Sistema tradition. El Sistema is a unique social program that was founded in Venezuela to build community through excellence. The goal is to effect social change through intensive daily ensemble music education. Working in an ensemble enables all children to experience being an asset to their community and grow into citizen artists prepared to make the world a better place.

In the fall of 2023, WHIN celebrated the topping out of its new facility just a few blocks away from its current location. This marked a major milestone in the construction process as the completion of the entire steel framework of the building means they continue to stay on track to open their doors to the WHIN community in the fall of 2024.

In the 2023–2024 school year, WHIN is serving 409 (101% enrolled) students from grades K–7 (an 8th grade will be added in SY25), has 64 staff members, and a budget of \$10,580,909. For more information, visit www.whinmusic.org.



409 Total Enrolled SY24 (101%)

85% Economically Disadvantaged

29% English Language Learners

19% Students with Disabilities

85% Student retention rate between SY23 and SY24

64% Total number of staff

69% Number of staff who Identify as people of color

27% Number of staff who live in the area our students live

Position

Washington Heights and Inwood (WHIN) Music Community Charter School is in search of an enthusiastic and forward-thinking Middle School Assistant Principal dedicated to advancing our dynamic school community with a focus on innovative middle school programming and robust culture/community building. This pivotal role is tailored for a leader who embodies compassion, kindness, and curiosity, and is committed to weaving these values into the daily fabric of our middle school environment. The Middle School Assistant Principal role is new, based on the growth of the school.

As the Middle School Assistant Principal, you will partner closely with the Principal to develop and implement a cutting-edge curriculum that aligns with WHIN's mission and vision, placing particular emphasis on meeting the unique developmental needs of middle school students. This includes fostering academic excellence, social-emotional learning, and preparing students for high school and beyond. Your leadership will also involve working alongside the Directors of Curriculum and Instruction, Director of Special Education and Director of Music to nurture student growth and empower our educators to cultivate a positive, engaging, and effective learning environment for adolescents.

Your role encompasses a wide range of responsibilities, from spearheading initiatives to cultivate a school culture that promotes a love for learning and inclusivity, to managing logistics for state assessments. You will lead professional development efforts designed to enhance teaching strategies, focusing on approaches that are responsive to the needs of middle school students and support their holistic development.

A key aspect of your position will be to encourage a data-driven approach for continuous improvement, provide guidance and mentorship to instructional staff to support their professional growth, and engage actively with families and the wider community to reinforce students' learning and the school's objectives. You will oversee the effective delivery of curriculum and instruction, offer constructive feedback on lesson planning with a lens on middle school programming, and supervise special programs that align with our educational goals.

The ideal candidate will possess a strong background in educational leadership, especially within a middle school setting, and have exceptional academic credentials and emotional intelligence. We are seeking individuals with a history of employing progressive educational practices that cater to the comprehensive needs of middle school students, encourage curiosity, and equip students with the skills to navigate the complexities of the modern world. Integrity, courage, a collaborative spirit, outstanding communication skills, and a commitment to consensus-building are essential qualities for this role.

This full-time, year-round position is set to begin on July 1, 2024, or sooner, based on the successful candidate's availability.



Responsibilities

The Middle School Assistant Principal will be responsible for:

Curriculum Development and Instructional Leadership

- Collaborating with the Principal and Directors of Curriculum and Instruction to develop and implement a comprehensive middle school curriculum that supports academic excellence, social-emotional learning, and prepares students for high school and beyond. This curriculum should be fully aligned with WHIN's mission and vision and tailored to the unique needs of middle school students.
- Leading initiatives to incorporate teaching practices that are responsive to the developmental stages of middle school students, fostering a positive and inclusive learning environment that supports their holistic development.
- Driving professional development programs focused on enhancing teaching strategies suitable for middle school education, including subject-specific pedagogies, social-emotional learning, and strategies to engage and motivate adolescent learners.
- Providing personalized coaching and feedback to instructional staff to improve teaching effectiveness and promote student achievement in the middle school context.

Operational Coordination and Collaborative Problem-Solving

- Working in conjunction with the Director of Special Education and the Operations team to manage New York State testing preparation and logistics, ensuring a smooth and efficient process tailored to the needs of middle school students.
- Encouraging a culture of collaboration, innovation, and flexibility within the leadership team and across the school to improve decision-making processes, operational efficiency, and support the continuous improvement of educational outcomes for middle school students.

Data-Driven Culture and Continuous Improvement

- Championing a data-driven approach to guide instructional practices, curriculum development, and assess progress toward academic goals specific to middle school students. This involves analyzing data to inform decisions and adapt strategies that enhance student learning and development.
- Regularly assessing and refining the implementation of the middle school curriculum and instructional practices, providing detailed feedback to teachers aimed at elevating the educational experience and outcomes for middle school students.

Community Engagement and Program Supervision

- Actively engaging with families and the broader community to foster strong partnerships that support the educational and developmental needs of middle school students. This includes communicating effectively with families about student progress, school initiatives, and ways to support learning at home.
- Supervising and evaluating the effectiveness of special programs such as tutoring, summer enrichment programs, and family workshops, ensuring they are designed to meet the goals of middle school students and contribute positively to the school's educational objectives.
- Attending and participating in monthly Board of Trustees meetings, offering insights and contributions from a middle school perspective to inform the strategic direction and policies of the school.
- Performing other duties as assigned, demonstrating flexibility and a commitment to the overall success of WHIN's middle school program and community.

Qualifications

Personal Qualities and Leadership Style

- Knowledge of supervisory teaching principles, practices and methods related to teaching
- Ability to organize and conduct effective training programs and to take appropriate measures to assure their successful operation
- Commitment to diversity, equity, inclusion, and anti-racism
- Commitment to and proficiency in partnering with families in service of their children's education
- Ability to develop a positive, strong relationship with the community
- Ability to work autonomously as well as take coaching as needed
- A sense of humor and kindness towards your colleagues
- Enthusiasm and excitement for your own ongoing professional learning

Educational and Professional Profile

- Masters Degree in education or education-related field
- 3+ years of middle school teaching experience in an urban school setting
- 2+ years as a school leader (Assistant Principal or a similar role) in an urban school setting
- Experience working with students, families and staff from various cultural and linguistic backgrounds
- New York State School Building Leadership (SBL) certification or equivalent from another state

- Strong organization and communication skills
- Written and spoken Spanish language skills preferred

Core Competencies

These core competencies represent the fundamental qualities that an individual must possess to perform effectively and align with WHIN's culture and goals. WHIN uses them as a fundamental tool for assessing candidates throughout the process. They are:

Mission and Culture Fit

A candidate with this competency deeply aligns with the school's mission of integrating music education with a rigorous academic curriculum and understands the importance of fostering a supportive and inclusive school culture. They actively promote the school's values, ensuring that all decisions, from curriculum to community engagement, support these ideals. This leader champions diversity, encourages artistic expression, and creates an environment where students and staff feel valued and connected to the school's broader purpose.

Strategic Planning and Operational Management

The ability to strategically plan and manage school operations is key. This competency requires a blend of vision and practicality, ensuring that the school's strategic priorities are translated into actionable plans. The Assistant Principal should excel in coordinating State testing logistics, supervising special programs, and working collaboratively to improve systems and processes. Effective operational management also involves a commitment to data-driven decision-making and continuous improvement.

Instructional Leadership

Instructional leadership is crucial for ensuring the curriculum is effectively implemented and that teaching strategies meet the diverse needs of students. The Assistant Principal should be skilled in promoting teaching and disciplinary practices that are responsive to the unique challenges and needs of middle school students. This includes fostering a positive school culture that supports students' social-emotional growth, engagement, and resilience, as well as developing strategies to address the diverse learning styles and interests present in a middle school classroom. The Assistant Principal should possess the ability to inspire and guide teachers in adopting innovative pedagogical methods, provide constructive feedback, and lead professional development initiatives that enhance teaching quality and student learning outcomes.

Community and Stakeholder Engagement

Strong communication skills and the ability to engage with a diverse community of students, families, faculty, and staff are essential. The Assistant Principal must be capable of building meaningful relationships, facilitating open and transparent communication, and engaging families in their children's education. This competency includes the ability to listen actively, communicate effectively across different mediums, and foster partnerships that support the school's goals and enhance the educational experience for all students.

Compensation

The salary range for this position is \$105,000 - \$130,000 with a generous benefits package including:

- Retirement Plans
 - Tier 1: 1-2 years of service at WHIN = 5% match
 - Tier 2: 2-5 years of service at WHIN = 7.5% match
 - Tier 3: 5+ years of service at WHIN = 10% annual match
- Up to four medical plans through Cigna's Open Access Plus Network, all of which include free preventative care
- Life insurance, short-term disability, optional pet insurance and Norton Lifelock

EEO Policy:

WHIN Music Community Charter School is an equal rights and opportunity agency and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry, marital status, or any other legally protected classification in its activities, educational programs, or employment practices as required by Title VI, IX, and Section 504.

This position description is based upon material provided by WHIN Music Community Charter School, an equal opportunity employer.

To apply for this position, click [HERE](#).

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