Assistant Principal - Elementary (K-4)

Citizens of the World Charter Schools - Kansas City

Summary

The mission of CWC Kansas City is to provide an excellent public education focused on developing and demonstrating **understanding** while building **connections** within the school community.

The Assistant Principal - Elementary (K-4) is responsible for supporting the instructional process with specific responsibilities for directing all site operations, services, and staff at the School. This is a full-time position with Citizens of the World Charter Schools – Kansas City.

For more information on Citizens of the World Charter Schools – Kansas City, please visit www.cwckansascity.org.

Responsibilities

Responsibilities will include, but are not limited to:

- Assists the principal in all aspects of school leadership for the purpose of enabling staff and students to attain goals, and advance the mission and programs of CWC Kansas City.
- Create an inclusive, positive, and equitable school community, leveraging the CWC Kansas City Values, Norms and Core Values
- Fosters positive relationships with students, staff, parents, and community.
- Communicates with a diverse group of people for the purpose of relaying information and solving problems.
- Analyze and evaluate student assessment data in collaboration with the Principal for the purpose of making informed instructional decisions in order to help students meet state standards for learning.
- Develops and monitors a duty schedule for the purpose of maintaining proper supervision through the building.
- Collaborates with the Student Support Team to develop success plans to improve attendance, behavior and academic performance.

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- Intervenes with inappropriate behaviors, develops plans in collaboration with staff, and monitors plan fidelity and implementation.
- Manages a variety of school administrative functions (e.g. student disciplinary policy, school schedule, assigned personnel, etc.) for the purpose of enforcing school, organization, and state policy and maintaining safety and efficiency of school operations.
- Participates in workshops, meetings and webinars for the purpose of professional growth and development related to job functions.
- Prepares a variety of reports to communicate information, provide documentation, convey plans, and provide written reference.
- Represent the organization at community activities for the purpose of maintaining ongoing community support in the school environment.
- Create and sustain positive external community partnerships that support the launch and ongoing growth of the middle school.
- Support the Principal for the purpose of providing assistance with administrative functions and serving in that capacity in his/her absence.

Qualifications & Traits

The ideal Assistant Principal - Elementary (K-4) will have:

- Master's Degree in an approved program for school administrators
- Valid Missouri teacher and principal certification
- A minimum of 5 years classroom experience
- A clear record of elevating student achievement in an academically high-achieving classroom for at least two years, with a strong understanding of pedagogy that drives results, and exceptional leadership working with young people in urban communities
- Experience working in a mixed socio-economic school preferred
- Alignment with the philosophy and mission of the school and organization
- Have an entrepreneurial spirit and be capable of managing many complex tasks with competing priorities
- Possess strong leadership, team management, and community building skills

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- Be organized and self-managed, and be able to handle many responsibilities simultaneously
- Have excellent problem-solving skills
- Be committed to building a community of collaboration with a diverse group of stakeholders
- Be a self-aware leader who knows how to treat all members of the school's community with respect, appraises accurately his or her strengths and weaknesses, and is perceptive about how he or she is regarded
- Be dependable and have excellent follow-through
- Maintain strong personal commitment to ongoing learning and growth
- Be an effective and persuasive communicator, orally and in writing
- Fluency in Spanish preferred.

Please note the Assistant Principal - Elementary (K-4):

- Participates in planning and professional development an additional 10 days beyond the traditional 10-month school year

Compensation & Benefits

This position will be placed on the "AP - Assistant Principal" Salary Schedule.

CWC Kansas City offers competitive salaries commensurate with experience and a comprehensive benefits package. CWC Kansas City is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.

Contact

Please apply online through the BambooHR Application Portal on our website at www.cwckansascity.org/employment. No phone calls, please.

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Employee Value Proposition

Who We Are	Who You Are
We are a welcoming community. CWCKC was founded on a belief that we live in a richly connected world, and we strive to create a school community that reflects this reality.	• You value creating an engaging school community where students feel seen, supported, and challenged.
We believe education is about more than test scores. Student learning matters and goes beyond just academics. Our teachers focus on the whole child by building our students' socio-emotional skills and helping them develop a deeper understanding of themselves.	• You know that **academic learning** is important and have experience helping students develop their **social-emotional skills**. • You understand how to **balance** academic rigor with the development of the whole child.
Our teaching approach centers students' interests and needs within projects and real-world experiences. We strive to provide learning experiences that are meaningful and make a difference in our school and community. Our teachers engage students in projects based on their interests and individual learning needs.	• You are excited about **designing project-based learning experiences** for students grounded in their interests, experiences, and identity. • You value students **constructing** their own learning to develop a deeper understanding of the world around them. • You **embrace** creativity and risk-taking in lesson planning.

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Compensation and Benefits

We value our team, and one way that we show that is through compensation and benefits. **For certified teaching positions**, we offer competitive compensation with a starting salary of $47,000-70,000 (based on experience and education). We also offer a comprehensive benefits package including:

- Health Insurance (Citizens covers almost all of an employee's premium on a choice of two plans)
- Dental & Vision Insurance
- Employer-Paid Life Insurance
- Employer-Paid Short-Term & Long-Term Disability
- Participation in the KCPSRS retirement pension plan
- Supplemental, optional Aflac insurance
- Supplemental, optional 403(b) retirement plan
- Full-time 10-month employees receive 4 holidays off, 4 weeks of calendared breaks (Thanksgiving, Winter Break x2, Spring Break), 9 PTO days.