



WASHINGTON LATIN
PUBLIC CHARTER SCHOOL

ASSISTANT PRINCIPAL FOR SCHOOL CULTURE

School-Year 2022-23

Full-time, 12-month position

Start Date: Immediately

JOB PURPOSE

The Assistant Principal for School Culture is, first and foremost, someone who has a passion for working with young people. The Assistant Principal will serve as the cultural and behavioral leader of the school and will cultivate in his or her daily interactions an environment focused on developing knowledge, understanding, and humanity. The Assistant Principal will be a partner to teachers, administrators, parents, and students in ensuring an environment focused on academic excellence and accountability. The ideal candidate will know how to build trusting relationships with people at all levels and backgrounds, possess superior project management skills, and be highly organized and thorough.

This job reports to the Principal.

REQUIRED QUALIFICATIONS

- Bachelor's Degree Required – Education or related field preferred
- Master's Degree Preferred
- Demonstrated ability to create inclusive environments that honor and support a diversity of backgrounds and perspectives; commitment to equity in a diverse school community
- Experience as a people manager and leader of teams
- Minimum seven years of experience in education or related field

Responsibilities

- Student Culture
 - Cultivates an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.
 - Models strong staff and student culture and manages school-wide character development and behavior management systems.
 - Engages families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
 - Coaches teachers in the delivery of effective classroom management strategies, and provides professional development opportunities for all staff.
 - Maintains presence and visibility, proactively circulating throughout classrooms and public spaces during the day to gain valuable context on student behavior and relentlessly ensuring a positive school environment.

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- Manages Deans of School Culture and School Culture Coaches and supports them in their roles and responsibilities including but not limited to implementation of behavioral support structures, conducting investigations, developing student contracts, and leading student reflection meetings.
 - Ensures appropriate student supervision (e.g., during arrivals/departures, lunch periods, breaks and recesses, extracurricular programs, athletic events, etc.).
 - Collaborates with faculty and families to identify and implement appropriate strategies to improve students' challenging behaviors and instructional needs.
 - Understands how trauma, equity, inclusive practices, and restorative practices impact the student and teacher experience.
- Teach
 - Teaches one course in the Middle or Upper School.
 - Perform administrative duties as needed
 - Participates in greeting, late, and lunch duties as necessary.
 - Helps implement the school's emergency preparedness/crisis response plan(s).
 - In collaboration with each division director, contributes to the positive school environment by helping to facilitate assemblies and other student events.

Knowledge, Skills and Abilities

- Commitment to the classical mission of the school
- Superior grasp of effective, research-based behavioral methods and strategies for urban youth, including a restorative justice model
- Proven ability to influence and enhance cooperative working relationships within a team environment
- Ability to lead within a fast-paced, dynamic, and rapidly-changing environment
- Clear communication in speech and writing
- Capable of thriving in circumstances involving ambiguity and nuance
- Zest and a sense of humor that contributes to enhancing the positive school culture

WHO YOU ARE

You are a master of your field, a curious lifelong learner, and someone who loves working with and for kids. Additionally, you consistently do the following:

For Students

- ✓ Support our respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Consistently support high academic and personal expectations for students both in and out of one's classroom;

For Colleagues and Administrators

- ✓ Respect one's colleagues and administrators in word and deed;

- ✓ Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;

For Parents

- ✓ Recognize the partnership between school and home as a crucial component of a student's experience in school;
- ✓ Be willing to invest the time to develop and maintain relationships with families;

For Oneself

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant organizations for one's continued growth;
- ✓ Discuss with your supervising administrator any particular conditions that could make life at Washington Latin more enjoyable and productive;
- ✓ As much as possible, maintain some healthy balance of professional and personal time.

WHO WE ARE

Washington Latin is a liberal arts, college preparatory school with a classical mission serving 700 students in grades 5-12 from across the District of Columbia. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students' respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students' long-term success.

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COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY

Washington Latin is an equal-opportunity employer and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.

APPLY NOW

Qualified applicants should fill out an [application](#) and submit a résumé, cover letter, and list of references to jobs@latinpcs.org. Read more about Latin's model, teaching approach, and community on our website – www.latinpcs.org