



Elementary School Principal

Reports to: Executive Director

Hours: Full-time

Background on the Organization

Ambition Preparatory Charter School is deeply committed to ensuring that every student in grades K-8 receives the high-quality education that they deserve. Our mission is to provide students with the academic skills and self-discipline needed for college and life success through high-quality instruction, intensive academic support, and hard work. We are a new college preparatory elementary and middle school in Jackson, MS.

Please visit our website, www.ambitionprep.org, for additional information.

Responsibilities and Duties

We believe a strong principal is integral to a school's success. An Ambition Prep School Leader is the Principal and instructional/cultural leader within the school who directly manages instructional staff members and other team members.

People Leadership & Performance Management

- Manage the performance of teachers directly and through coaches/deans to drive strong outcomes for kids through observation/feedback and professional development.
- Conduct weekly meetings with each direct report on instructional strategies, content, feedback based on observations and holding them accountable to goals.
- Conduct regular classroom observations of members of the teacher cohort.
- Support the creation of individualized goals and conduct twice yearly performance evaluations.

Talent & Leadership Development

- Identify high-potential talent and develop accordingly, manage performance with the support of the school leader, manage the growth and capacity building of next-ready teacher-leaders
- Conduct interviews for instructional staff.
- Support the growth of Ambition Prep teachers by supporting regional professional development and building relationships.
- Build strong teams characterized by trust, investment in goals, and ownership .



Instructional Culture Leadership

- Conduct weekly walk-throughs in his/her grade levels, specifically focused on aggressive monitoring, use of real-time data and strategic re-teach in classrooms.
- Conduct weekly one-on-one meetings with the school leader focused on outcomes of the teacher cohort; uphold the school leader's vision for school culture and hold teachers and students accountable to expectations (this includes coaching around culture).
- Create and execute annual plans that are connected to historical performance data and drive student achievement and teacher development.
- Lead professional development for teachers on highest leverage strategies for academic systems and effective lesson execution.
- Co-facilitate academic progress monitoring meetings at the school, through the on-going analysis of student achievement data; and determine teacher needs.
- Collaborate as a member of the school leadership team and Admin Support Team team to ensure all students meet school goals.

Staff and Student Culture

- Support development of School Leader's school-wide vision and take an active role in investing and mobilizing teachers to achieve the collective goals of the school; own the implementation of select school priorities in support of the school-wide vision and Ambition Prep core values – Professionalism, Self- Discipline, Ambition, Community, Integrity and Urgency.
- Model strong staff and student culture and manage school-wide character development and behavior management systems.
- Manage multiple grades of students even with students who present challenging behaviors.
- Build relationships with students and families across the school; ensure an inclusive school environment that respects the culture of students served.
- Develop relationships across the school and the region, even through conflict.

Family Engagement

- Ensure family communication and satisfaction throughout the school.
- Support student recruitment, enrollment, and retention activities as needed.

Desired and Required Experience

- Bachelor's degree required
- 5 or more years of experience as an instructional coach, assistant principal or central office leader.
- Exhibits and advocates for others to demonstrate a positive attitude during situations requiring perseverance.



- Engage in analytic thinking skills to proactively solve problems and make decisions.
- Strong communication skills with multiple stakeholders including students, teachers, families, and colleagues.
- A passion for supporting and helping students, teachers and staff.
- Strong organizational skills, and follow-through.

Desired Characteristics

- Unwavering commitment to Ambition Prep’s mission, students, families, and community is non negotiable
- The belief that all students can learn at a high level, regardless of race, culture, or socioeconomic status
- Ability to multi-task and work with an ambiguous, fast-moving, start-up environment
- Team player: demonstrates maturity, growth mindset, strong work ethic, follow through and flexibility
- Ability to take constructive feedback and quickly incorporate feedback
- Innovative, creative, organized and willing to take risks

Compensation

Ambition Preparatory Charter School offers competitive salary and benefits commensurate with experience. Ambition Preparatory Charter School is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability, pregnancy or veteran status.

Disclaimer: This job description describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. Ambition Prep reserves the right to change any or all content of this job description based on business needs.

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