



Assistant Principal 1.0 FTE position

Application Deadline: April 20, 2018 or until filled

Effective date of hire: July 2018

About Horizons:

Horizons K-8 School has a rich history of academic excellence and progressive educational practices. The Horizons community takes great pride in educating the whole child in an environment of respect, responsibility, safety and kindness. Our mission is to guide students to become self-directed learners and community contributors in a respectful learning environment. At Horizons K-8 School we strive to make our school an exciting, inclusive place to work, teach, learn, create, and innovate by actively fostering a respectful and responsible environment. We encourage anyone interested in applying for a position to explore our website to learn more about the school. Horizons is seeking a passionate educator who fosters teacher leadership, seeks democratic governance, and is invested in forging systems and supports that build teacher capacity and excellence in student outcomes.

Essential Duties and Responsibilities:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of this position.

Assist the principal in a co-leadership model as an instructional leader:

- Provide instructional coaching for K-8 teachers, including new teachers and staff
- Plan and co-facilitate professional development meetings including developing protocols for communication processes and collaborative decision-making
- Supervise and evaluate teachers
- Plan and facilitate parent education evenings
- Participate in curriculum development and review of standards
- Craft long-term strategic planning
- Guide the school's development of yearly UIP school goals, and preparation of reports to the District regarding the goals
- Supervise MTSS coordinator in using data to drive intervention
- Provide for teacher coverage as needed and possibly co-teach or teach courses as needed
- Support and evaluate para-educators, by providing regular meetings & professional development

Assist the principal in a co-leadership model as an administrator:

- Serving as backup in the temporary absence of the Principal
- Support the principal, students, faculty and parents in monitoring school-wide behavioral expectations and policies and daily school supervision
- Attend district leadership meetings, team meetings and annual IEP meetings as needed
- Coordinate transitions needs for students
- Assist with open enrollment scheduling, communication, student enrollment, and school tours
- Support developing appropriate internal policies and procedures, consistent with Horizons' bylaws, Charter Agreement and Board Policies, in accordance with relevant BVSD, state, or federal laws and regulations.
- Collaborate and develop master schedules and help plan school projects and events
- Coordinate state testing, ensuring compliance with delivery requirements
- Support and implement student leadership initiatives, including service learning for 7-8 grade students

- Attend student support meetings as needed
- Assist with creating master schedule and calendar, including recess duties
- Support and attend events & activities as needed

Preferred qualifications:

- Possess (or application submitted to Colorado Department of Education) a Colorado Principal License at time of hire, or evidence of being in pursuit of Principal Licensure via enrollment in accredited licensure program.
- Ability to function well in self-directed activities, work collaboratively, and take initiative to complete tasks
- Understand and skillfully use digital technologies in a Google environment
- Ability to manage time effectively and meet deadlines
- Excellent written and verbal communication skills
- Skilled in group facilitation, coordination, and leadership
- Experience in teaching, supervision and educational leadership K through 8th grade
- Experience with data-driven school improvement processes that result in high academic achievement for all and elimination of achievement gaps
- Commitment to progressive, innovative education, teacher leadership, and research-based practices
- Strong planning, organization, motivation, management, supervision and evaluation skills
- Strong written and verbal communication skills with internal and external audiences
- Demonstrated skills in facilitation, problem solving, and conflict management
- Understanding of English Language Learners and appropriate programming
- Experience with K-8 athletics
- Belief in the practice of inclusion for all students and experience with current special education regulation and best practices
- Experience with current behavioral and academic intervention systems
- A sense of humor and flexibility
- Technologically literate including Google applications, and motivated to use technology to enhance learning and administrative systems
- Previous experience with non-graded, experiential, project-based, integrated, interdisciplinary approaches

Salary: Commensurate with experience and position on the Horizons K-8 Salary Schedule which can be found via the [Horizons K-8 website](#). The position is 1.0 FTE. at AP Middle School/K8 on the Building Administrator Schedule. Up to five years of equitable experience will be granted. No phone calls please.

To Apply: Complete application at www.horizonsk8school.org. If you do not have internet access, a computer is available at Horizons K-8, 4545 Sioux Dr. Boulder, CO. Horizons K-8 accepts completed, online applications only.

Contact: Lauren Tracey, Principal 720-561-3605 or lauren.tracey@bvsd.org

Application Deadline: April 20, 2018 at 5:00 p.m.

Applications are reviewed to match candidates with position qualifications, with a limited number selected for interviews. For the final selection, employment is contingent upon successful completion of the post-offer screening process, including reference checks, a background check and possible medical examination.

Horizons K-8 is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, gender identity/expression, national origin, creed, religion, age, sexual orientation, disability or veteran status in admission or access to, and treatment and employment in its educational programs or activities. Inquiries or complaints: Office for Civil Rights <http://www2.ed.gov/about/offices/list/ocr/addresses.html>

