

# ACADEMY 360

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## Elementary Principal Job Description

**Academy 360** is a Health and Wellness Public Charter School founded in 2012 in the Montbello neighborhood of Denver serving ECE-3 through 5<sup>th</sup> grade. We believe our relationship with our students is the most powerful tool we have.

**Our Mission:** At Academy 360, we are driven by the mission to develop students' minds, bodies, and characters so they may lead healthy and fulfilling lives in school, college, and beyond. Our student body is approximately 240 students, and we believe in the motto *Small School, Big Impact*.

**Our Vision:** Our vision is to create a new way for how a school serves its community. We build community partnerships, offer individualized care for each child, and help students grow and learn to meet their full potential. A360 offers a whole-child education focused on mind, body, and character, where students can learn while feeling safe, welcome, and a sense of belonging.

The **Principal** of Academy 360 is a full-time year-round position and is expected to be on campus from 7:45am - 4:00pm (or later) during all days school is in session. Often there is work around communication, data analysis, and decision making that must be conducted outside of school hours. The Principal is the "face of the school" for families and should attend all major school events in the evenings and weekends. Although there are many off-campus meetings that could be relevant, the Principal should minimize their off-campus work during school hours. Work during school vacation happens on a flexible (often remote) schedule and will be based on progress toward goals and projects rather than time on campus. During school vacations, principals should expect to work 1-3 days during winter and spring break and to work approximately four weeks during summer break collaborating with other staff and preparing for the next school year. The Principal reports to the Executive Director.

**Primary Focus:** This role is primarily responsible for the teaching and learning systems, instructional leadership and evaluation,, and professional development of the instructional teams at Academy 360, including the school's center-based programming. The Principal manages MTSS and is an active member of the behavioral management (B-SEALS) and Exceptional Student Services (ESS) teams.

## **Essential job functions include:**

### **Leadership & Equity**

- Build and articulate a clear-shared mission and vision for high student achievement.
- Deep belief in a whole child education being both high academic expectations and individualized social emotional needs;
- Establish goals consistent with the mission and vision and ensures understanding by all staff;
- Create goals that promote equity and diversity;
- Create and lead a diverse, safe and culturally thriving environment for learning and high achievement, where all children and adults thrive and achieve at high levels;
- Inspire all staff to work towards the vision and in alignment with the mission;
- Establish a culture of high expectations and belonging (both academically and behaviorally) for students and staff.

### **Academic Achievement**

- Champion the school's Major Improvement Strategy of "teachers leveraging student data to: a. drive small group interventions, b. inform tier one lesson design and implementation and c. ensure all students hit grade level standards.";
- Possess knowledge of both CMAS and Read Act measures and how to use the data to increase proficiency rates in Math and Literacy across all grades;
- Build and maintain a focus on ambitious student achievement goals for all students;
- Track all academic data and present it to various audiences, including: teachers, Executive Director, family members, the Board of Directors, and the greater Academy 360 community;
- Lead data-driven conversations that identify high-leverage action steps to build and maintain student achievement for all students to succeed;
- Equip staff with the training and tools they need to implement strong instructional practices;
- Provide staff with the training needed to understand and make best use of school selected curriculum;
- Co-design and facilitate a coherent coaching, PLC, and PD cycles that supports teacher growth alongside the Mentor Teacher;
- Provide ongoing coaching along with the Mentor Teacher and teacher leaders to enable all teachers to teach to their capacity;
- Use of benchmarks to enhance learning and student achievement, particularly with achievement gaps. Utilize multiple forms of student level data to drive increases in student achievement and implements student interventions;
- Ensure strategic selection and implementation of rigorous and relevant curriculum and daily and long-term planning in all classrooms.

## School Culture

- Create a learning environment that challenges and supports students with a culturally responsive rigorous curriculum;
- Provide and lead a safe, respectful and responsible learning culture;
- Utilize already established systems that support a safe, respectful and responsible learning community;
- Create a learning community that invites family involvement and participation;
- Manage effective and proactive communication on both informational and concern-based topics with family members;
- Demonstrate high standards for professional conduct;
- Build and sustain productive partnerships with key community stakeholders, including public and private sectors, to promote school improvement, student learning, and student well-being.

## Personnel

- Model and reinforce a growth mindset and professional norms of collaboration, accountability, and high expectations for staff and students;
- Together with Executive Director:
  - Acquire, develop, and retain outstanding staff members;
  - Set clear performance expectations and manages performance of all staff;
  - Ensure workable succession plan for high performing, diverse staff members;

**What makes Academy 360 a unique place to work?** The Principal will have the opportunity to:

- **Support** the instructional needs of (13) lead teachers and approximately (25) additional support staff members;
- **Collaborate** with a robust staff of **mental health providers**, including several Social Workers and a Whole Family Supports Manager;
- **Achieve** a high trajectory of educator growth through **tailored professional development** opportunities in alignment with classroom and schoolwide instructional goals;
- **Participate** in an 8-10 day **Academy 360 Summer Institute**;
- **Escape the city** at an annual retreat up in the mountains;
- **Contribute** to a **strong culture** within a small staff community committed to valuing the human capital brought by all staff members and where people genuinely enjoy working with one another;
- Be a **change agent** in a school that is a national model and touchstone for health and wellness infused education, developing whole children so they may realize their unique academic and personal potential;
- **Work** in the “**beautiful mountain**” neighborhood of Montbello in Denver, geographically nestled between Central Park, Park Hill, Aurora, Commerce City, and Green Valley Ranch. Our facility is a known placemaker in Montbello, co-locating with various **community partners** all serving our families and their students.

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Community Placemaking with Families Forward Resource Center, Colorado Black Arts Movement (C-BAM), Montbello Organizing Committee, Steps to Success, Children’s Farms in Action, Families Against Violent Acts (FAVA), WellPower, and FaithBridge

**The ideal candidate will have:**

- 4+ years classroom teacher experience;
- 4+ years School Administrative experience;
- A track record of moving a school from strong growth outcomes to proficiency outcomes;
- A Bachelor's Degree with an advanced degree in leadership, Curriculum and Instruction, or education preferred.
- Principal's license
- Demonstrated commitment to the mission and vision

The salary range is \$110,000-\$120,000, plus a comprehensive benefits package including a \$400 monthly contribution to health insurance and fully covered dental and vision insurance. Staff receive (5) days of Vacation and (6) days of Sick annually. Academy 360 is a FAMLl+ employer, offering paid leave benefits.

Academy 360 is inclusive of people regardless of their race, ethnicity, national origin, gender, sexual orientation, socio-economic status, marital status, age, physical abilities, political affiliation, religious beliefs or any other non-merit fact, so that all employees feel included, equally valued and supported. Academy360 seeks to recruit persons of diverse backgrounds and support the retention and advancement of diverse persons within the organization.

**To Apply:** Please visit [www.Academy-360.org](http://www.Academy-360.org) to learn more about Academy 360 and send resume and short cover letter to [rebecca@academy-360.org](mailto:rebecca@academy-360.org).

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