



## High School Principal

Colorado High School Charter (CHSC) is seeking a School Principal at our GES campus in Denver, Colorado, beginning June 2nd. In partnership with a number of community organizations, Colorado High School Charter provides students with a unique and innovative learning environment that allows them to focus on culturally responsive core content classes (Math, Science, Social Studies and English Language Arts) while taking advantage of numerous concurrent enrollment and community partner opportunities.

### **Colorado High School Charter Overview**

Colorado High School Charter is a 9-12 public charter school in Denver whose mission is to transform the alternative education experience by igniting the potential within each of the diverse young people we serve. CHSC is one of the leading alternative education campuses in Denver, having been Green on the SPF three years in a row. As an administrator at CHSC, you will have the opportunity to develop meaningful relationships with your students who often times have not found success elsewhere. [www.coloradohighschoolcharter.com](http://www.coloradohighschoolcharter.com)

### **What do we look for in candidates?**

- o You are passionate about education in an alternative education setting and are excited about Colorado High School's mission.
- o You recognize the value of learning through real-world application and are eager to help all students consider a range of fulfilling career paths.
- o You are excited about the opportunity to engage students inside and outside of the classroom through experiential and culturally-relevant learning.
- o You have experience or a strong desire to work with young people who have struggled personally or academically in conventional school settings.
- o You are tenacious about your own professional growth and have the ability to seek and apply feedback.
- o You're entrepreneurial, innovative and willing to come up with the "third, fourth and fifth way" to make things happen.
- o You value developing trusting and often transformative relationships with students.
- o You are a team player who helps create a positive and vibrant school culture for both staff and students.

## **Job Summary**

The Principal serves as the instructional leader for CHSC-GES. Reporting directly to the Executive Director, this position is responsible for the oversight of all dimensions of academic life at CHSC-GES including the implementation of the mission, management of resources and community connections. The Principal leads the faculty and staff in accomplishing CHSC's distinctive educational mission, working collaboratively with the leadership team and Executive Director to achieve student and organizational success at all levels.

The position manages the creation of an educational atmosphere that promotes a solid academic program for students who have had difficulty succeeding in a traditional education system. Key responsibilities include: ensuring that the school scores at a yellow rating or higher on the School Performance Framework, holding the vision of the school, managing the expansion of programs that can best serve students, seeking funding opportunities for new programs, collaborating with the Executive Director, supporting a variety of pedagogies, managing academic standards, complying with Denver Public Schools requirements, and providing stable and consistent leadership for the school.

## **Job Duties**

### **Organizational Leadership**

- Develop, hold and lead educational and organizational vision for CHSC-GES campus in conjunction with the Executive Director and staff.
- Develop and lead organizational culture and values in conjunction with the Administrative team and Executive Director.
- Develop and lead expectations for staff and students.
- Manage the Administrative Team in the development of a student recruitment plan.
- Lead charter renewal process.
- Support teachers by providing relevant Professional Development opportunities, resources and curriculum assistance.
- With the Executive Director and Director of Finance, develop budget and allocations. Review budget-to-actual results with the Director of Finance on a monthly basis.
- Approve annual and staff calendars.
- Work with the Executive Director to develop long range goals.

### **Leadership & Accountability**

- Collaborate with the Executive Director on staff evaluations, salary decisions and contract negotiations with staff and independent contractors.
- Approve development of CHSC-GES curriculum including general course preparation, grading and assessment rubrics and differentiation of math and language arts courses.
- Manage annual new teacher orientation.
- Lead staff development that facilitates the achievement of both school and individual staff goals.
- Approve curriculum and text selections.
- Evaluate Assistant Principal providing feedback to support professional growth.

### **Student Success & Achievement**

- Develop individual relationships with students by classroom presence and periodic meetings with students.
- Manage formal evaluation of teachers three times per year.

### **School-Family Relations**

- Attend all school-scheduled and individually requested Parent/Teacher conferences.

### **Charter Maintenance**

- Manage submittal of all reports for charter contract including the School Performance Framework, the DPS Annual Review and the Alternative Education Campus Designation.
- Participate in the School Accountability Committee.
- Ensure all contract stipulations with the District are met.
- Lead charter renewal process and work on contract negotiations with the Executive Director.

### **Community & Board of Director Relationship**

- Represent CHSC-GES within Denver Public Schools, the Colorado League of Charter Schools, and the local community.
- Build relationships in the community to expand resources and funding.
- Visit and observe other charter and public schools. Network with other principals and leaders in education.
- Participate in and support Board committee work as requested or required.
- Write education narratives for grant proposals as needed.
- Advance the school's brand with the community.

### **Fundraising**

- Ensure adequate funding for the school.
- Develop partnerships with funding agencies.

### **General Duties**

- Manage annual Pupil Count.
- Participate in annual evaluation process by developing and completing self-assessment with the Executive Director.
- Manage Office Manager ordering equipment, furniture, books and supplies.
- Attend Denver Public Schools Charter Principal's meetings.
- Attend Colorado League of Charter Schools meetings.
- Participate in professional development opportunities to expand effective educational practices and leadership.
- Support commitment to diversity and multiculturalism and promote inclusion and awareness around topics of race, ethnicity, and gender.

### **Qualifications**

Colorado High School Charter seeks candidates with strong character, passion for supporting students of diverse backgrounds and needs, and a relentless commitment to improvement and learning.

### **Required:**

- Master's degree in education
- Demonstrated leadership in educational setting
- Experience working with at-risk youth and multicultural populations
- Demonstrated expertise and excellence in oral and written communications, public speaking, training, conflict resolution, supervision and negotiation

- Intermediate to advanced computer software skills
- Administration and education experience of at least three (3) years
- Capacity to appreciate and nurture a variety of pedagogies and skills that contribute to student success
- A commitment to teaching, learning, and student success
- Permanent US work authorization

**Desired:**

- Principal's license
- Experience in curriculum development
- Classroom teaching experience

**Compensation**

Salaries are competitive and commensurate with experience and include a comprehensive benefits package. Salary range is \$136,394 - \$164,175.

**To Apply**

Submit cover letter and resume to: [ccallahan@chscharter.org](mailto:ccallahan@chscharter.org).

**CHSC Mission**

Colorado High School Charter is transforming the alternative education experience by igniting the potential within each of the diverse young people we serve. CHSC ensures students' personal and academic growth by creating tailored curricula, a supportive school environment, and community partnerships. We empower our students to succeed in life and positively contribute to their families and communities by offering them the freedom and resources to pursue a post-secondary path aligned with their individualized goals.

*Colorado High School Charter is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and school needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state or local law. Colorado High School Charter believes that diversity and inclusion among our teammates is critical to our schools' success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.*