



**An Invitation to Apply for the Position of  
Principal  
at Coney Island Preparatory Public Charter School  
*Brooklyn, New York***

**What is the Role?**

The Principal is the instructional and culture leader of our school. The Principal leads from an equity lens, sets and guides the academic and culture visions for our school, and directly manages the Academic Leadership Team (e.g., Vice Principals) and School Culture Team (e.g., deans and social workers). The Principal co-leads the school alongside the Director of Operations, who is responsible for managing the school's Operations team and vision. The Principal will be hired by and report to the Chief Schools Officer.

**What You'll Be Asked to Do**

*School Leadership*

- Reinforce the mission of the school with staff and inspire them to act on the mission every single day; exude urgency, excellence, and optimism; use the mission as a litmus test for school-based decisions.
- Exercise strong decision making, prioritizing what will have the greatest impact on students; instill staff with a feeling that they are contributing to something greater than themselves.
- Reflect on actions and adjust behavior and systems accordingly; ask regularly for feedback; model humility and admit mistakes; seek out thought partners.
- Maintain robust personal organization system that ensures all tasks or "To Do" items are captured, prioritized, and ultimately accomplished;
- Actively participate in Principal and School Leader Development meetings, engaging in discussion, sharing best practices, and participating in school audit visits.
- Respond to requests from the WHALE team in a timely manner, working with network staff to ensure compliance with CIP policies and procedures.
- Conduct weekly 1:1s with Chief Schools Officer

*Teacher and Leader Coaching*

- Manage, coach, evaluate and develop secondary school leaders, including Deans of Student Culture and Vice Principals, to ensure excellence and consistency amongst teaching staff.



- Support secondary leaders in developing leadership skills in instructional coaches and grade-team leaders.
- Observe lessons and provide on-going, specific, actionable, positive and constructive feedback that ensures the teacher can translate the feedback into improved instruction.
- When necessary, directly manage teachers, ensuring their constant improvement in teaching practices through coaching, professional development, modeling, and collaborative planning.
- Hold teaching staff accountable for implementation of research-based curriculum, teaching methodologies and practices ensuring rigorous instruction that prepares students daily for college or post high school careers.
- Analyze school-wide data regularly. Establish a data-driven culture in which student performance and mastery of standards drives instructional decisions.
- Build and provide accountability to academic systems.
- Collaborate with the Director of Special Education to ensure student needs are met daily and best practices for students with special needs are implemented daily by teachers.

#### *High-Quality Professional Development*

- Design and run high-quality professional development sessions.
- Work with each team member to set clear, measurable, outcome-oriented academic goals for the year and plan professional development opportunities around those academic goals.
- Monitor progress of all academic goals and ensure implementation of academic program to meet or exceed yearly student achievement goals.

#### *School Culture*

- Ensure that the learning environment and classroom instruction maximize student learning.
- Build effective relationships among teachers, parents, and the community to improve student performance.
- Lead and grow a learning environment where character development practices are present and active in the work of staff and evident in work with families and staff.
- Ensure disciplinary issues are addressed immediately or in a timely manner and with consistency.
- Ensure and maintain high standards for student behavior, performance, and attendance.
- Foster a school climate that supports both student and staff success and promotes respect and appreciation for all students, staff, and parents that is aligned with the mission and values of the school.



#### *Co-Leadership with Director of Operations*

- Work collaboratively with the Director of Operations to ensure strong school-wide systems, proactive planning for every component needed to have a successful school year, and effective problem solving around campus issues.
- Ensure the safety and security of all students, staff, visitors, and public and private property.
- Adhere to CIP HR policies and state/federal employment laws.

#### *Commitment to Diversity, Equity, and Inclusion*

- Work across differences while ensuring structures and practices exemplify cultural competence.
- Demonstrate a personal and professional value for DEI work.
- Commit to building structures and systems to create an equitable and inclusive school environment for students, parents, and staff.
- Develop positive relationships with community stakeholders.
- Exhibit a high degree of professionalism in all elements of this position, while serving as a contributing member of the school team and a dedicated role model for other employees.

#### **Who are You?**

You're all in. You believe there is no more urgent task than to educate students from low-income backgrounds, so you are committed to the core. Our work is high-energy and fast-paced. You own your work and when you reach your goals, you reach higher. You work incredibly hard, and are inspired by the Mission. You aren't afraid to ask for help, feedback, and support; you're equally eager to give all of the above. You're driven by personal accountability, data, and results, and you're not above doing whatever's asked. You make friends at work, smile through hectic days, and add a little levity along the way. You have the opportunity to work with students, and there's always someone who's got your back from coaching you through a challenging day to helping you grow professionally. And while the environment can be fast paced and ever-changing, you'll have all of the technology and caffeine you need to get the job done.

#### **Mindsets and Experience**

- Passion for education and a dedication to Coney Island Prep's mission.
- Steadfast belief that all students can achieve at the highest academic levels and deserve an opportunity to succeed in the college and career of their choice.
- Bachelor's degree required; Masters degree preferred.
- Cultural competencies to work in low-income communities and a willingness to examine own biases across lines of sameness and difference.



- Maintains professionalism through excellent organizational skills, timeliness, regular communication, and meeting deadlines.
- Self reflective and open to feedback, with the ambition and desire to grow one's professional practice.
- An entrepreneurial spirit, embracing the opportunity for creativity and hard work inherent in a school leadership.
- A positive, solutions-oriented attitude and drive for excellence.
- Eagerness to work collaboratively as part of a team.
- A strong track record of building positive relationships across various stakeholder groups demonstrating a value towards diversity and inclusivity.
- Champion effective instructional data practices and assessments.
- Ensure that systematic interventions occur whenever students are struggling; monitor quality and effectiveness of interventions to ensure they are rigorous, disciplined, and high-impact.
- Support a culture of high academic and behavioral expectations.

### **Who are we?**

Coney Island Prep is a college preparatory public charter school in Brooklyn, New York. Merging growth, performance, and commitment, the Coney Island Prep community takes its responsibility to prepare students for the college and career of their choice very seriously, but not ourselves. We balance our sense of ownership and responsibility with humility and levity and support each other every step of the way. Coney Island Prep currently serves over 1,000 scholars across its four schools, including:

- ❖ 200 scholars in kindergarten – second grade at the lower elementary school
- ❖ 220 scholars in third – fifth grade at the upper elementary school
- ❖ 280 scholars in sixth – eighth grades at the middle school
- ❖ 340 scholars in ninth-twelfth grade at the high school

### **Commitment to Diversity, Equity, and Inclusion**

Coney Island Prep is committed to building a team that collectively reflects the various backgrounds, experiences, and identities of our scholars. We recognize and respond to different points of access, so that everyone maximizes their highest potential. We also recognize that because of institutionalized racism and systemic oppression, historically marginalized groups are at a disadvantage when it comes to most application and hiring processes. We want to ensure that all candidates, regardless of their identity, are able to demonstrate their qualifications and are not limited by a lack of opportunity or access. We are also committed to creating a space where everyone feels like all aspects of their identity are acknowledged, respected, and welcomed. We are intentional about



creating an environment where people feel comfortable being their authentic selves at work by constantly examining our organization culture and challenging our traditions.

### **Benefits and Compensation**

- Employees at Coney Island Prep are provided with a generous salary. Our salaries are highly competitive, set through a lens of equity, and based on an individual's skills and experiences relevant to the role.
- As a regular full time employee of Coney Island Prep, you will be eligible for benefits that include medical, dental, vision, and life insurance as well as a 403(b) retirement benefit package with match and Paid Family Leave.
- Staff are provided with a MacBook Air and access to all the necessary technology and resources needed to succeed in their role.

Are you "All In?" This position starts June 1, 2022. To apply, head to our [Careers Page!](#)

*Coney Island Preparatory Public Charter School is an equal opportunity employer and does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, marital or familial status, national origin, citizenship or disability. We want Coney Island Prep to be a place where students and staff of all backgrounds, experiences, and identities feel as though they feel valued and can excel.*