



TITLE I ASSISTANT PRINCIPAL

ABOUT TEACH PUBLIC SCHOOLS

TEACH Public Schools is a growing non-profit Charter School Management Organization designed to significantly increase college entrance and graduation rates for underserved students in Los Angeles. Our mission is to create a high quality, innovative teaching and learning environment that focuses on literacy; integrating state-of-the-art technologies across the core curriculum to achieve academic proficiency for all students. Currently, TEACH Public Schools operates 3 tuition-free, open-enrollment public charter schools in the South Los Angeles area.

POSITION DESCRIPTION & OPPORTUNITY

ESSENTIAL DUTIES AND RESPONSIBILITIES, LISTED BUT NOT LIMITED, BELOW:

Job Overview: The Title I Assistant Principal is responsible for enhancing the educational environment and academic performance of students qualifying for Title I support. This role includes managing Title I programs, ensuring compliance with federal and state regulations, and collaborating with teachers, staff, and parents to maximize student success.

Key Responsibilities:

1. Program Management and Compliance:

- Oversee the implementation and administration of Title I programs and services.
- Ensure that all Title I programs comply with federal, state, and local regulations.
- Monitor the allocation and expenditure of Title I funds, maintaining accurate records and documentation.
- Develop and implement policies and practices that promote equity and access to high-quality education for Title I students.

2. Leadership and Staff Development:

- Provide leadership and guidance to teachers and staff involved in Title I programs.
- Organize professional development activities focused on improving teaching strategies and student outcomes in Title I.
- Evaluate staff performance, providing feedback and coaching to improve instructional practices.

3. Student Achievement:

- Monitor and evaluate the academic progress of Title I students through data analysis and regular assessments.
- Implement intervention strategies and programs to address the needs of students at risk of not meeting state and federal achievement standards.
- Collaborate with teachers to modify curricula and teaching methods to meet the diverse learning needs of students.

4. Family and Community Engagement:

- Strengthen partnerships with parents and the community to support student achievement and school improvement.
- Organize meetings and workshops for parents to inform them about the Title I program and involve them in school activities.
- Advocate for the needs and rights of Title I students within the broader educational community.

5. **Administrative Duties:**

- Assist in the overall administration of the school, including the development of the School Improvement Plan.
- Participate in decision-making, strategic planning, and process improvement initiatives.
- Ensure a safe, respectful, and inclusive school environment.

QUALIFICATIONS & COMPENSATION

Qualifications:

- **Required:** Bachelor's degree in Education, Administration, or a related field.
- **Preferred:** Master's degree in the same fields.
- Administrative credential as mandated by state educational regulations.
- Minimum of 3 years of experience in educational leadership, preferably in a Title I setting.
- Demonstrated knowledge of and experience with federal Title I programs and their compliance requirements.
- Strong leadership skills and the ability to drive educational excellence and equity.
- Excellent communication and interpersonal skills, with the ability to engage effectively with diverse community groups.
- Proficient in data analysis and using data to inform instructional decisions and practices.

Application Process: Interested candidates should submit a cover letter, resume, and three professional references to the HR department of TEACH Academy of Technologies. Applications will be accepted until the position is filled.

DISCLAIMER: This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.