

Vice Principal

Introduction

The Heritage Heights Academy maintains a job description for each position at Heritage Heights Academy. These descriptions are subject to change by the HHA BOD as Heritage Heights Academy evolves. Such changes may include, but are not limited to, the reallocation of responsibilities among personnel and new positions being created, as warranted.

Heritage Heights Academy Vision

The vision of Heritage Heights Academy is to develop successful scholars, critical thinkers, and lifelong learners acquired from a Core Knowledge education. Heritage Heights Academy students will thrive as contributing members of our local and global community.

Heritage Heights Academy Mission

The mission of Heritage Heights Academy is to provide an educational choice that challenges all learners to achieve individual academic success, develop a strong character, and learn to be contributing citizens. Heritage Heights Academy is dedicated to developing meaningful partnerships between parents, teachers, and the community to ensure the success of all students.

Heritage Heights Academy Core Values

- Academics: scholarship through the implementation of Core Knowledge in a Classical Education environment promoting academic excellence for all students;
- Environment: purposeful character education, parent participation, uniformed dress code, and a firm code of conduct to enhance learning and citizenship;
- Accountability: certified, passionate teachers, independent governing Board, weekly staff surveys, family surveys, effective assessments of students and faculty, Board training, and professional development of faculty, Board, and volunteers.

Vice Principal

The Vice Principal shall report and be accountable to the Principal. As a person integral to Heritage Heights Academy's administrative team, the Vice Principal will maintain the integrity of, advocate for, and facilitate the implementation of Heritage Heights Academy's Vision, Mission, and Core Values at all times.

Professional Philosophy

In maintaining the integrity of, advocating for, and facilitating the implementation of Heritage Heights Academy's Vision, Mission, and Core Values, the Vice Principal will:

- Purposefully and positively represent Heritage Heights Academy's Vision, Mission, and Core Values to its members and the community;
- Engage Heritage Heights Academy's members and the wider community in supporting Heritage Heights Academy's goals;
- Promote the Vision, Mission, and Core Values of Heritage Heights Academy's Charter and the HHA BOD;
- Work *collaboratively* with members of Heritage Heights Academy, the HHA BOD, and the community; and

- Promote his/her professional growth to provide professional leadership at the highest level.

Vice Principal, Duties and Responsibilities

The Vice Principal assists in leading Heritage Heights Academy to achieve its Mission of academic and personal leadership within its student body and faculty. S/he develops the curriculum, ensures sequential learning experiences in Classical Education and Core Knowledge for all students, supports and guides the faculty, and assists in student assessment coordination and analysis. S/he will:

- Serve as a part of the leadership team in leading the school community in achieving the mission of the school, with a focus on academic leadership;
- Serve as the Testing Coordinator in implementing testing and evaluation of students on a regular basis;
- Serve as MTSS Coordinator providing guidance and accountability for students, staff and parents;
- Assist the Principal in organizing staff meetings as needed;
- Promote and model productive communications and teamwork among school staff and parents;
- Assist the Principal in meeting accountability standards and using student data to evaluate and promote a school culture focused on student achievement;
- Communicate with parents about specific student concerns;
- Assist in interviewing, hiring and training of teaching staff;
- Assist in the development and oversight with the implementation of a student discipline and classroom management plan;
- Implement student discipline per school rules/policies with students, staff & parents;
- Serve on different school committees as directed per the Principal;
- Supervise assigned teachers (e.g., mentor, guide, evaluate and hold accountable);
- Act as an advocate for students;
- Supervise and facilitate certain school events as directed by the Principal (e.g., Fun Run, Spring Carnival, Fall Festival, sports events, concerts, etc.); and
- Teach Ability Groups as necessary.

With the Principal, the Vice Principal will:

- Use data to evaluate and promote Heritage Heights Academy culture focused on student achievement; and
- Act as liaison with the School Resource Officer, outside service providers and school counselors as needed.

Previous Experience

- Master's Degree in Educational Leadership or be willing to complete a program by end of first year and or Current Colorado Administrator's license
- Experience in management and supervision
- Experience in faculty development
- Commitment to Classical Education and the Core Knowledge Sequence as well as other aspects of Heritage Heights Academy's Core Values (i.e., Singapore Math)

- Experience in implementing, managing, and analyzing data from assessments
- Experience in working with students of varying ages, skill levels, and circumstances
- Thorough familiarity with principles of child, early adolescent, and educational psychology
- *Classroom teaching experience*

Personal Qualities

- A consensus-building, participatory management style
- Professional and personal integrity
- Appreciation of cultural and ethnic diversity
- Strong team leadership and ability to delegate
- Excellent interpersonal skills
- Excellent communication skills, both written and verbal
- Child and family advocate
- Excellent organizational skills

Desired Characteristics

- Administrator's license
- Experience in or knowledge of Charter schools and other independent educational institutions
- Knowledge of Core Knowledge curriculum
- Knowledge in Classical Education methodology