January 30, 2018

PRINCIPAL – NEW MIDDLE SCHOOL at STRATFORD
JOB NUMBER P/E17-18.048

APPLICATIONS MUST BE SUBMITTED ONLINE BY THE CLOSE OF BUSINESS ON WEDNESDAY, FEBRUARY 28, 2018 AND WILL ONLY BE CONSIDERED IF ALL REQUIRED INFORMATION IS INCLUDED.

Human Resources announces an opening for the position of Principal of the New Middle School at Stratford, effective July 1, 2018. This is a twelve-month position, Grade P-17, on the administrative and supervisory salary scale with a salary range of $101,655 to $153,106 (2017-2018 Salary Schedule – If needed, salary will be revised to reflect the 2018-19 salary adjustment once it is finalized).

DISTINGUISHING FEATURES – NEW MIDDLE SCHOOL at STRATFORD

Ground breaking for the New Middle School at Stratford will occur in the fall of 2018. The New Middle School at Stratford will be built with a capacity of 1000 seats. At this time, the projected enrollment is 950 students from the present Arlington Science Focus, Glebe, Francis Scott Key and Taylor Elementary Schools and Swanson and Williamsburg Middle Schools attendance areas. The principal will be hired, effective July 1, 2018, to prepare for opening the school in August 2019. This preparation will include, but is not limited to:

- Working with purchasing and procurement in preparation for the school opening;
- Working with Human Resources to hire staff;
- Working with Teaching and Learning in the process of implementing the school curriculum;
- Working with parents to establish and enhance PTA activities;
- Working with staff, parents and students to develop a school focus;
- Working with School and Community Relations during the school naming process; and
- Developing and implementing communications strategies to engage parents and the neighboring community;
- Collaborating with the construction team.

DISTINGUISHING FEATURES OF WORK

The principal works collaboratively with staff, families and students to establish the New Middle School and sets the tone for the school. This includes establishing and enhancing the school’s vision and positively communicating that vision to the entire school community. The principal is responsible for planning, organizing, coordinating and directing the instructional program and working with a staff which all departments within the school system, teachers, assistant principal, guidance counselor, librarian, instructional technology coordinator, office personnel, Extended Day staff, Cafeteria staff, custodians and para-professionals.
ILLUSTRATIVE EXAMPLES OF WORK (May not include all duties performed – These are intended as an illustration of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Works with all departments to establish the New Middle School and its programs.
- Selects effective teaching and support staff.
- Works with parents, students and the community through all processes in establishing the school and its focus.
- Plan and implement activities with the PTA during the 2018-19 school year to bring the school community together before the school opens in August 2019.
- Builds community by encouraging cooperation and collaboration among educational programs within the school.
- Promotes sensitivity to cultural and socioeconomic differences while recognizing the value and richness of the diverse school environment.
- Helps facilitate communication among staff, students, parents, the school system and the neighborhood community.
- Participates in, honors and upholds the democratic decision-making philosophy of APS and the school, including a willingness to focus on individual needs of students and openness to staff and parent ideas and concerns.
- Interacts in a friendly, informal and warm manner with students, staff and parents while emphasizing respect, cooperation and responsibility among the entire school community.
- Encourages students to discover their own talents and challenges while fostering a love for learning.
- Promotes an open door policy and understands the importance of high visibility in the school.
- Takes a proactive approach to implementing a concrete school-wide discipline plan that focuses on a creative approach to students’ concerns.
- Keeps informed on current educational practices, teaching methods and techniques, specifically those related to implementation of an effective special education program, utilization of the whole child approach to learning, team teaching and hands-on methods of delivering instruction.
- Implements policies and procedures and develops the annual School Management Plan.
- Authorizes the use of school facilities for civic activities related to the school program and other rentals.
- Approves the expenditure of school funds.
- Performs related work and other duties as required.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- Completion of a master’s degree in school administration.
- Extensive or progressively more responsible experience in middle school teaching and as a middle school principal or assistant principal or any equivalent combination of training and experience.
- Possession of or eligible for the Postgraduate Professional License issued by the Virginia State Board of Education indicating endorsement for middle school principal, or eligible for the same.
- Experience working with students, families and staff from various cultural and linguistic backgrounds.

PREFERRED QUALIFICATIONS

- Knowledge, understanding, and experience working with master schedules and school calendars.
Knowledge of supervisory teaching principles, practices and methods related to the delivery of an effective middle school curriculum.

Demonstrated ability to work collaboratively with staff in planning, organizing, and directing a varied instructional program that recognizes individual learning styles and sets high standards for all students.

Ability to foster communication between the school and community.

Knowledge of duties and responsibilities for special education and English as a Second Language programs, including regulations governing implementation of these programs.

Functional knowledge of instructional technology.

Ability to develop a positive strong relationship with community, parents, and subordinates.

Ability to support and build on the present Arlington Public Schools middle school instructional program and develop a vision of where the New Middle School should be five to ten years from now.

APPLICATION PROCESS
Candidates must submit an application online and attach a resume, a written statement of interest in and qualifications for this position, including recent staff development activities. Please complete the online Administrative/Technical application on the APS website in the Employment section: www.apsva.us. A minimum of three letters of recommendation must also be submitted. (Recommendation letters may be sent in separately.)

Candidates must also submit a written paper of no more than three pages on the topic: As principal in a new school community, how would you design and implement your transition (transition plan) that prepares for opening the New Middle School and implementing an integrated program that meets the various needs of all students? Please be specific regarding strategies you would use to implement and differentiate instructional models to meet students’ individual needs.

SELECTION PROCESS
All selected candidates will be interviewed by the Superintendent and staff, along with an Interview Committee composed of representatives of staff and parents who will provide feedback to the Superintendent.

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PLEASE POST EQUAL OPPORTUNITY PLEASE POST

It is the policy of the Arlington School Board, as stated in the School Board Policy 35-4.4, that employment opportunities shall not be restricted, abridged or otherwise adversely affected on the basis of race, national origin, creed, color, religion, gender, age, economic status, sexual orientation, marital status, genetic information, pregnancy status, veteran status, gender identity or expression, and/or disability.