

PreK-8 Principal -- Lawrence School

Job Description

The Public Schools of Brookline, with a staff of approximately 1,400, supported by a \$99M budget, provide an extraordinary education for every child. Eight K-8 schools feed into one comprehensive high school. Brookline's Pre K-8 system provides distinct advantages for children. Each child's unique path to achievement is supported in academically exciting and programmatically rich environments. A dynamic, diverse community of teaching professionals works collaboratively, innovating and inspiring each other and their students. Staff gets to know students intellectually, developmentally and culturally.

The Public Schools of Brookline seek an outstanding administrator to serve as Principal to the PreK-8 Amos E. Lawrence School.

The Lawrence School, which abuts spacious Longwood Park, serves the Longwood neighborhood and has an internationally diverse population of 710 K-8 students. Lawrence was completely renovated in 2004 and a new four-classroom addition opened in September 2015. The Lawrence School embraces its diverse learners. Over 150 of the school's students are English Language Learners. About 60% of these students speak Japanese, with the others representing at least 15 different languages from around the world. At Lawrence School, students learn to respect themselves and others and to value and honor the diversity of cultures, backgrounds, and learning differences. Lawrence students, teachers and staff support a strong, caring sense of community. A wide socioeconomic range is represented among the students at Lawrence.

The Principal is responsible for Educational Leadership, School Management, Professional Development, Equity and Relationships with Community.

Educational Leadership

- Leads with integrity, courage, vision, hope, and compassion
- Serves as the school site leader, the primary liaison between the school and the district office
- Makes decisions based on sound educational principles
- Communicates the school and district vision, goals, needs, and accomplishments to students, school personnel, families, and the community
- Establishes and maintains a healthy school climate focusing on the learning of students and staff
- Promotes ongoing positive communication with parents and community agencies, effectively involving them in the education of children
- Provides direction to staff in developing and maintaining a rigorous and relevant course of study, meeting the needs of students
- Implements and monitors school curriculum to ensure that content, scope and sequence are appropriate to student learning at different grade levels and reflect the principles of the state's Common Core of Learning and Curriculum Frameworks
- Leads pedagogy and curriculum, within established parameters, designed to meet student needs; to influence continuous improvement for all students.
- Fosters creative and innovative learning environment in which all students are inspired to excel.
- Establishes standards and expectations for proper student conduct; supports the appropriate methods to encourage discipline and commitment to adhere to established guides; maintains high expectations and motivation for all students to engage in continuous learning and development.
- Implements and supervises the evaluation of instructional programs; interprets data to improve learning and teaching.
- Integrates theory, principles, practices, and recent research for effective teaching, learning, and curriculum development.
- Works closely with the Director of Special Education and Deputy Superintendent of Student Services to ensure that the special education needs of children are met effectively and efficiently
- Oversees the implementation of the Massachusetts Comprehensive Assessment System within the school, as appropriate
- Supervises and evaluates staff using performance standards; works to ensure excellence in instruction and ongoing improvement
- Implements comprehensive student support services and activities geared to the needs and interests of all students

School Management

- Manages the school effectively
- Collaborates well with staff in decision-making, team building and developing productive strategies which foster improving learning and teaching
- Administers the school budget. Serves as the liaison between the central office and the school regarding financial decisions and concerns; works closely with the Deputy Superintendent for Finance and Administration; communicates prudent fiscal practices to staff
- Maintains respectful, honest, open, and effective communication with school staff, the district office, parents, and community members; apprises the Superintendent of significant events occurring in the school
- Oversees the management of the school facilities and services, working closely with the Director of Operations and Facilities to ensure productive practices
- Oversees data collection at the site level; ensures accuracy of school reporting to the central office and the Massachusetts Department of Elementary and Secondary Education (DESE)
- Understands effective methods and approaches to organizational change and uses these in creating and maintaining a healthy school climate which promotes dialogue and the exchange of ideas leading to increased student learning
- Foresees potential difficult, negative, and/or volatile situations and takes productive steps to prevent them from happening
- Promotes the use of conflict resolution, mediation, and negotiation strategies to resolve conflict; foresees problems and works to avoid them

Professional Development

- Coordinates effective professional development programs with staff members focusing on the vision and goals of the school and consistent with district staff development goals and objectives
- Works closely with the Deputy Superintendent of Teaching & Learning in ensuring that school goals and professional development practices dovetail with and reinforce district goals
- Models ongoing professional development through personal scholarship, reflective practices, and serving as a teacher of teachers
- Applies knowledge of adult learning to effective staff development programs and in-service education
- Provides resources and opportunities to enhance staff performance
- Administers services and programs which acknowledge the diverse needs of both seasoned educators and new teachers
- Develops a personal plan for professional development based upon self-reflection and external evaluation

Equity

- Serves as an advocate for equal access to education and equal opportunities in education for all children
- Applies and adapts school or state guidelines to meet needs of a diverse student population in compliance with federal and state law, state regulations, and school committee policy, as applicable
- Promotes respect for all members of the school community. Fosters a school climate that addresses the individual needs of students in a diverse society
- Recognizes and addresses bias in teaching materials, assessment instruments, school practices, and school organization. Works to eliminate bias.
- Works closely with the Deputy Superintendent of Student Services and the Director of Special Education in ensuring that appropriate instruction and services are provided for students with special needs

Relationships with the Community

- Promotes partnerships among staff, parents, business, and the community
- Assesses the needs of parents and community members and involves them in decision making as appropriate
- All other duties as assigned

Required Qualifications

- Minimum of 3-5 years' teaching experience and a minimum of 3 years' experience as an elementary school principal or assistant principal or similar leadership experience with a master's degree or higher, excellent communication skills and a strong knowledge base regarding K-8 curriculum and pedagogy.
- Massachusetts Department of Elementary and Secondary Education license as an Elementary School Principal/Assistant Principal
- Demonstrated belief in cultural competence and the ability to advance the district's commitment to acknowledging and celebrating diversity within our community.

Salary: Highly competitive compensation packet

Application packets must include:

- Copy of Mass. DESE license or license number
- Current professional resume (uploaded)

Review of Applications will begin on March 24, 2017; posting will remain open until filled.

The Public Schools of Brookline is an equal opportunity/affirmative action employer. Members of underrepresented groups and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.