

Community Partnership Charter School – Middle School Director
241 Emerson Place, Brooklyn, NY 11206
114 Kosciusko Street, Brooklyn, NY 11216

Position	Middle School Director
Description	<p>Community Partnership Charter School (CPCS) was started as a grassroots effort by parents in the Fort Greene area of Brooklyn with the help of the Beginning with Children Foundation, the school's institutional partner. CPCS is changing how public education is delivered to urban, underserved children. CPCS serves 300 children in grades K-5, of which 70% are eligible for free or reduced lunch, 10% are special education students and 99% are students of color. The school will open a middle school in September of 2010. The school will start with 5th and 6th grades and add a grade each year until 8th grade. The Middle School Director will report to the School Director. We also are currently seeking entrepreneurial and talented lead teachers looking to be at the forefront of education reform.</p> <p>Responsibilities</p> <p><u>Teaching and Learning</u></p> <ul style="list-style-type: none"> • Assist in hiring and evaluation of academic staff, helping set annual performance goals that reflect school and student needs and support the goals for quality education. • Ensure Implementation of data-driven instruction and assessment to inform curriculum and provide professional development • Ensure the proper documentation and implementation of the school's curriculum. • Conduct informal observations of teaching staff. • Help develop and coordinate the school's professional development plan based on assessment results. • Oversee the integration of technology into the teaching and learning process and daily operations and communications. <p><u>School culture</u></p> <ul style="list-style-type: none"> • Foster culture of academic achievement and community responsibility • Administer appropriate consequences for students who violate Code of Conduct. • Maintain effective and strong working relationships with employees, students, parents, and the business community and community at large. <p><u>Communication</u></p> <ul style="list-style-type: none"> • Communicate with parents, staff and community partners; • Coordinate parent-teacher conferences and volunteer training • Oversee smooth communications process and ensure regular updates on the CPCS website of lower/middle school activities <p><u>Outreach</u></p> <ul style="list-style-type: none"> • Work along side the Director to disseminate information about the school, through fliers, school tours, school fairs and community meetings, to help recruit student applicants. • Organize and run New Student Orientation at the beginning of the school year for students entering the school after kindergarten • Work along side the PTCC and the Director to organize Parent Academies for current families. <p><u>Staff Development</u></p> <ul style="list-style-type: none"> • Along with COO provide training, support and supervision of school aides. Work alongside the Director to organize and lead Professional Development • Informal observations of teachers and assistant teachers <p><u>School scheduling and operations</u></p> <ul style="list-style-type: none"> • Develop, implement and coordinate annual and daily academic schedules, opening and dismissal of school day, staffing and coordination of breakfast and lunch periods, recess, fire and bus drills. • Coordinate and plan field trips in conjunction with classroom teachers • Create and update the school calendar • Schedule and plan school events (Stepping Up, Graduation, etc.) • Organize and manage Senior Academies on Friday mornings • Periodic Saturday Academy responsibilities

	<p><u>Accountability:</u></p> <ul style="list-style-type: none"> • Support goals and objectives articulated in the school charter and implement academic goals described in annual school Action Plan • Participate in weekly school leadership and school committee meetings. <p><u>Technology</u></p> <ul style="list-style-type: none"> • Ensure that technology is integrated into teaching and learning process and daily operations/communications. <p><u>Compliance:</u></p> <ul style="list-style-type: none"> • Work with COO to oversee compliance related activities that pertain to the lower/middle school operations.
Salary	Highly competitive compensation structure and comprehensive benefits package
Application Deadline	Rolling
How to Apply	Interested candidates should send cover letters and resumes to: Hiring Committee Community Partnership Charter School 241 Emerson Place Brooklyn, NY 11205 or e-mail to: hiring@cpcsschool.org