



ORGANIZATION	ENVISION SCHOOLS COLORADO
POSITION	PRINCIPAL (TWO POSITIONS OPEN)
LOCATION	DENVER, CO
REPORTS TO	CHIEF EXECUTIVE OFFICER

PRINCIPAL POSITION DESCRIPTION

BACKGROUND

Envision Schools Colorado (ESC) is a fast-growing nonprofit charter management organization (CMO) in Denver, Colorado. Our vision is to expand to a total of six 6-12th grade schools serving over 4,000 students in the Denver metro area by 2020.

Our first school, Envision Leadership Prep, opened in August 2009 in the Park Hill neighborhood of northeast Denver. Our second school will also be located in an area of Denver that has been traditionally underserved. Locations for the remaining four schools remain to be determined but will be in metro Denver districts. Our schools are small, safe, vibrant learning communities, where, even at full enrollment, each school serves about 700 students in grades 6 through 12.

Our mission is to transform the lives of each and every student by preparing them for success in college and in life. Our academic and instructional model is based on a proven, highly successful project-based learning model developed in California, where over 90% of high school graduates have attended two- or four-year colleges. We incorporate a rigorous interdisciplinary approach with integrated arts and technology throughout the curriculum. In this way, we instill the critical thinking, life experience, and creative skills necessary for students to be successful in college and beyond.

What's more, as a CMO we are committed to removing administrative obstacles for principals and teachers so that they can focus intensively on instruction and student learning. To this end, we maintain a central support team to provide comprehensive services to the schools, including professional development, student data assessment, curriculum development, and operational back-office services such as payroll, benefits administration, fundraising, facilities, human resources, and technology.

If this culture and environment sounds like a place where you think you could thrive, please review the following responsibilities and qualifications. We would be delighted to receive your expression of interest.

OPPORTUNITY

Envision Schools Colorado is seeking smart, experienced, and passionate people who want to work in a student-centered environment of respect and trust with high expectations for all members of the community. Our team members are instrumental in cultivating and sustaining student success through exemplary teaching and ensuring that a positive, strong professional culture supports both student and adult learning. This is a remarkable opportunity for a visionary educational leader.

We are seeking individuals with the following qualifications and experience to become Principal of our first school, Envision Leadership Prep (position is open for immediate start date or by June 1, 2010), and of our second school (Envision Prep #2) that will open in fall 2011. Beginning in July 2010, the Principal of Envision Prep #2 will spend a year in residence at Leadership Prep while planning to open his or her school.

RESPONSIBILITIES

Educational Leadership

- Serve as school's instructional leader
- Drive and support implementation of the Envision Schools Colorado design principles
- Set the tone and culture of the school
- Hold the school accountable for student achievement

Student Enrollment & Outreach

- In conjunction with the ESC support team, develop annually a student enrollment & outreach plan that supports the school's financial model
- Lead the school's student enrollment & outreach efforts, responsible annually for executing the enrollment plan and delivering a fully-enrolled school

Human Resources

- Responsible for recruiting, hiring, supervising, supporting, developing, evaluating, disciplining and terminating staff
- Work with ESC support team to monitor overall employment processes and issues including but not limited to: hiring, credentialing, security, fingerprinting, background checks, discipline, performance evaluations, and terminating

Governance, Internal and External Relations

- With CEO of Envision Schools Colorado, serve as representative to the charter authorizer
- Serve as a dynamic and informed spokesperson for the school, including but not limited to neighborhood organizers, school board members, business leaders, and the community at large
- Work with the ESC Board of Directors to implement and inform policies impacting the school

Budget and Development

- In conjunction with ESC support team, prepare the Annual Budget for approval by Envision Schools Colorado's Board of Directors
- Responsible for day-to-day expense management and the overall financial viability of the school
- Coordinate development work in partnership with the ESC support team staff

Administrative and Operational Oversight

- In conjunction with ESC support team and site-based operations staff, account for all day-to-day school operations
- Areas of operational oversight will include: facilities, technology, data management, testing, insurance/risk management, food services, attendance, safety & emergency planning, and compliance

QUALIFICATIONS

The ideal candidate will:

- Be a high-energy self-starter and problem solver
- Embrace the mission, vision, and goals of Envision Schools Colorado
- Have knowledge, experience and/or credentials appropriate to this position description, including at least three years prior experience in a similar position
- Be comfortable with constant change and rapid growth in an entrepreneurial start-up environment
- Be positive, thoughtful, passionate, articulate, motivating, and empowering
- Be able to identify and resolve problems resourcefully
- Have excellent written and verbal communications skills
- Strong preference for candidates with bilingual language skills in English and Spanish

SALARY & BENEFITS

This is a full-time position whose compensation will be commensurate with qualifications and experience. Envision Schools Colorado also provides market-competitive benefits, including health, dental, disability, life/AD&D, and pension/retirement.

HIRING PROCESS

Envision Schools Colorado will accept applications until the positions are filled and invite select candidates for interviews. Hiring is contingent upon successful completion of employment verification and hiring process.

Please submit the following by email to jobs@envisionschoolscolorado.org

- Cover Letter

In your letter, please address the following questions

1. What specifically makes Envision Schools Colorado a good fit for you?
2. Describe how your previous experience, including examples, relates to this position.
3. Describe your ideal work environment and culture.

- Resume

Envision Schools Colorado is strongly committed to hiring a diverse, multicultural staff and encourages applications from African-American, Latino and other traditionally under-represented backgrounds.

For more information on Envision Schools Colorado, please visit us at www.envisionschoolscolorado.org