FOUNDING ASSISTANT HEAD OF SCHOOL

About Us
Alexander Twilight Academy (ATA) is a 5th-8th grade tuition-free, independent school serving students from under-resourced backgrounds in Boston. Named after the first Black American to graduate from college in the United States, Alexander Twilight Academy provides students with the highest quality educational and life-enriching opportunities, regardless of family income or circumstance.

Through a holistic curriculum of student-centered academics and leadership development, ATA empowers students to thrive in all educational settings and pursue lives of passion and purpose. Alexander Twilight Academy develops leaders who will change the world.

About the Opportunity
We are looking for a founding Assistant Head of School to launch a new, innovative, mission-driven school in the fall of 2020. As we prepare to open ATA, the founding Assistant Head of School will be instrumental in building the groundwork for Alexander Twilight Academy and will serve as a critical decision maker and thought partner to the Head of School. The role will support all instructional and cultural aspects of the school including ensuring excellence in academic and co-curricular programs, curriculum development, and overall supervision in support of the mission of ATA.

About You
- You are firmly committed to educational access, equity, social justice, and ATA’s mission and vision.
- You have extensive experience in teaching and coaching other teachers at the middle school or high school level.
- You have the highest expectations in terms of what excellence looks like from a school culture and academic perspective.
- You are steeped in pedagogy and have a deep understanding of current educational trends and issues.
- You have exceptional interpersonal skills and you are able to communicate openly, respectfully and constructively with others.
- You are a team player and able to jump into multiple different workstreams to achieve an end goal or mission.
- You lead by example and you can connect with people from a variety of different backgrounds.
- You are receptive to feedback and focused on personal growth and development.
**About the Role**
As the Assistant Head of School, you will partner with the Head of School and will be responsible for:

- Developing, refining, and implementing strategic initiatives across the school
- Coaching and developing teachers (both 1:1 and at the grade-level), helping them to grow their instructional practice
- Collaborating with faculty and staff to support and facilitate their commitment to academic excellence and strong working teams
- Supporting student social-emotional growth during behavior and discipline-centered conversations with faculty, students, and families
- Hiring of new faculty and staff who are mission-aligned and committed to teaching in a collaborative, student-centered environment
- Managing and developing communications to faculty, administration, families, and the student community to ensure all groups are adequately informed
- Assisting with the admissions process, including facilitating recruitment events
- Supporting advancement and fundraising activities as needed
- Partnering closely with the Head of School to build school culture and oversee the daily running of the school

**Qualifications**
- Bachelor’s Degree required, Master’s degree in education, teaching, or school leadership preferred
- At least 3-4 years of teaching experience; middle school or high school experience preferred
- Experience coaching teachers and managing others
- Excellent written and oral communication skills

**How to Apply**
Please send your resume, a cover letter indicating your interest in the Assistant Head of School role, and a one-page statement of philosophy of education to jobs@alexandertwilightacademy.org.