LOWELL PUBLIC SCHOOLS
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To: Dr. Joel Boyd, Superintendent of Schools
From: Dr. James Hall, Chief Operating Officer
Date: June 11, 2021
Re: Associate Head of School

Pursuant to the Human Resources & Labor Relations Subcommittee's recommendation on June 10, 2021, I request that the enclosed Job Description be presented to the School Committee for approval and posting.

LOWELL PUBLIC SCHOOLS
LOWELL, MASSACHUSETTS
Associate Head of School
Lowell High School

The Lowell Public Schools (LPS) is one of the largest and most diverse districts in Massachusetts, currently enrolling more than 14,150 students in grades PreK-12. Lowell High School is one of the largest high schools in the state, currently serving approximately 3,000 students. Lowell High School is looking for a passionate and committed leader to join our team who wants to help us reach our vision of realizing the Portrait of a Graduate, achieving our school-wide goals, and assisting in our turnaround efforts. The ideal candidate believes and understands the importance of our district's core beliefs which define a high-quality education as a fundamental civil right of every child in Lowell Public Schools.

The Associate Head of School is a leadership position, reaching across all levels of the school, 9-12, across all curricula disciplines, and across all programmatic offerings. This position works in partnership with the various constituent groups within the school to provide leadership, to measure, implement, and oversee all aspects of teaching and learning.

The ideal candidate will be a team player who has a warm collaborative nature, positive energy, a sense of humor, and is a consensus builder who possesses:

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- Excellent skills in communication and technology, including outstanding writing and public speaking skills
- Experience serving in urban schools, with diverse populations
- A deep commitment to the regular evaluation of curriculum, academic programming, and faculty growth and accountability with an eye towards vertical, horizontal, and cross-discipline alignment, relevant and intentional student experiences, and evidence-based teaching and learning
- Experienced with high school secondary reform and turnaround, early college, high school pathways, and other post-secondary initiatives.
- Commitment to personal academic and leadership growth and skill development.

Responsibilities:

- Maintains congruence between the School's mission and all programming
- Supervises curriculum integrity, alignment, and articulation across all school programs and grade levels
- Serves as the academic advisor to the Head of School (HOS) as it pertains to curriculum, academic programming, high school reform, and post-secondary planning and personnel
- Meets regularly with all administrators as a group and individually
- Supports best practices in curriculum and pedagogy, based on current research on teaching and learning
- Serves as the director and coordinator of faculty professional development and faculty growth and renewal
- Leads develop and manages meetings, task forces, and all levels of the administrative teams as they pertain to the mission of the school
- Acts as an educational catalyst for best institutional and educational practices

- Work with student groups in defining and achieving the overall objectives and effectiveness of the total school program, including but not limited to the Student Advisory Council
- Co-manages and co-leads the effective implementation of school turnaround initiatives
- Develops and recommends policies for LHS and advises on their applicability District-wide
- Reviews and advises Head of School on disciplinary matters and investigations related to teachers and administrators; investigates matters as directed by Head of School, labor counsel, or Chief Operating Officer, or Superintendent.
- Serves as advisor to Head of School, Chief Operating Officer, HR personnel, and Superintendent on labor negotiations and union relations within Lowell High School.
- Other duties as assigned by the Head of School

Competencies:

- Commitment to diversity, equity, and inclusion
- Self-assured and confident public speaker
- Exceptional attention to detail
- Believes in restorative practices and has a positive growth mindset
- Creative thinker and problem solver
- Effectively uses technology as a tool for teaching and learning
- Superior organization, prioritization, and self-motivation skills
- Keen understanding of student needs across levels
- Calculated risk-taker, not paralyzed by challenges or failure
- Excellent communication, listening, and negotiation skills
- Knowledge of collective bargaining processes

Specialized Skills, Knowledge, and Expectations:

- High level of fluency and comfort with ASPEN
- Demonstrated understanding of other instructional technology tools including standard office suite packages like Microsoft Office, Google Educational Apps, and multimedia creation tools and digital media and its application to learning
- An active participant who seeks presentation and leadership opportunities in professional organizations outside of LHS/LPS.
- Experience with the NEASC Accreditation process and 2020 Standards for Accreditation.
- Able to analyze data to increase student achievement
- Bilingual/Bicultural preferred
- 5 plus years of teaching experience and experience as a school leader, preferably in an urban setting
- Assistant Principal and Principal licensure required

REPORTS TO:	Head of School
SALARY RANGE:	$120,000.00-$130,000.00
BUILDING ASSIGNMENT:	Lowell High School
WORK YEAR:	12-Month position, Unaffiliated