

Boston Teachers Union K-8 Pilot School Overview

Seeking a leader who is a defender of progressive, public education, capitalizes on the strengths of fellow teacher leaders, and is ready to unite and guide a growing community to the next level/better version of the BTU School. The BTU School is a teacher-run school with Co-Lead Teachers and the faculty working together to make important decisions regarding the school. We believe that cultivating the potential of teachers is the best way to provide a wide-ranging, high-quality education to all of our scholars. The school operates within a shared leadership model through strong teacher-led committees, supported by the Governing Board and Family Council.

For more information please visit our website www.theunionschool.com

Primary Responsibilities

The Co-Lead Teacher will work in close collaboration with the other Co-Lead Teacher and the school community to guide and facilitate overall leadership, direction, and management of the BTU School. The Co-Lead Teacher reports to the Governing Board.

Teaching

- Provide direct instruction
- Provide instruction in both whole and small group settings, with attention to engaging students, supporting each learner, accelerating instruction, and scaffolding their progress over time using a range of data.

Instructional Leadership

- Work with the faculty and Instructional Leadership Committee to ensure high quality, engaging instruction that enhances student growth and achievement
- Work collaboratively with faculty to ensure that high quality learning experiences are provided for all students
- Work collaboratively with faculty to plan the Instructional Focus and school-wide goals as outlined in the Quality School Plan
- Work with committees to create professional development opportunities that are aligned to the school's mission, vision, and instructional foci
- Institute immediate targeted interventions and monitors their effectiveness in collaboration with the educators that work closest with the student
- Observe classrooms regularly to analyze instruction and provide feedback to ensure continuous improvement in teaching and learning

Family and Community Engagement

- Build and sustain relationships and foster strong communication with families
- Create a welcoming and warm school environment for all to maximize family engagement in the learning and growth of their child
- Attend Family Council meetings, coordinate with Family Council Co-Chairs and committees, and help facilitate strong home-school communication
- Support fundraising efforts
- Develop and maintain key partnerships to deepen the BTU School's reach, impact and funding

- Strengthen teacher and staff capacity to cultivate and sustain meaningful partnerships with families of diverse backgrounds and with community members that support student achievement and student well-being
- Establish two-way communication tools with parents in their respective languages

Management and Operations

- Collaborate with committees, teams, and other staff to complete BPS administrative tasks
- Support and participate in schoolwide peer evaluation system in accordance with state and district policies and ensure that all staff receive thoughtful and timely evaluations
- Manage school facilities, including overseeing all maintenance and improvement
- Provide oversight for secretarial, cafeteria, and custodial staff
- Ensure that we adhere to all applicable Boston Public Schools, state, and federal policies and procedures
- Serve as a member of the Governing Board and report school issues/updates
- Develop school budget in collaboration with the Budget Team
- Monitor and track spending
- Initiate and coordinate grant funding and applications
- Collaborate with BPS Departments and community agencies to support students and families

Professional Culture and School Climate

- Work strategically and collaboratively with the school community to foster a positive school climate
- Demonstrate cultural competencies and anti-racist leadership through behaviors and decision-making processes
- Maintain social/emotional support and learning opportunities for all scholars and coordinate effective school discipline efforts
- Nurture relationships among faculty that make democratic participation possible
- Ensure effective communication with scholars, faculty, families and the broader community

The following qualifications are required:

- Active and valid MA Educator License
- Substantial and proven school leadership and administrative experiences
- Current authorization to work in the United States - Candidates must have such authorization by his/her first day of employment
- A minimum of 8 years of teaching experience

The following qualities are strongly preferred:

- Mild/Moderate Special Education License
- ESL K-8 License
- Bilingual (specifically Spanish-speaking).
- Master's Degree in education or related field
- Experience with pilot schools.

- Can clearly and effectively relay communications between the central office and school community.
- Have experience as an educator in an urban environment.

The Ideal Candidate:

- Significant expertise and demonstrated success in working collaboratively with education professionals, improving academic results, using data to enhance instruction, implementing initiatives to drive school improvement including considerable knowledge and skills in scheduling and in creative and effective budgeting practices.
- Exceptional oral and written communications skills with the capacity to move ideas from concept to implementation and the ability to synthesize, translate, and disseminate complex data into clear and understandable forms to broad and diverse audiences.
- Excellent interpersonal skills and a management style combining respectful collaboration with disciplined productivity. The ability to communicate and work effectively with BTU School constituents including colleagues, partners, Governing Board, students, and families.
- Strong organizational skills and a flexible and adaptable style. The ability to work both independently without close oversight and engage productively with others.
- The ability to connect and align priorities with the BTU School strategic goals and mission.
- The integrity, wisdom, persistence, and humor necessary to address the needs of the school. The respect and team orientation to diplomatically support colleagues, partners, students, and families and the ability to support the continued growth and direction of the school.