



HIGH SCHOOL ASSISTANT PRINCIPAL

Liberty Common High School (LCHS) is seeking a full-time High School Assistant Principal beginning summer 2018. LCHS is a Poudre School District charter school dedicated to Core Knowledge principles and college-preparatory instruction. The school currently enrolls over 520 students in the 7th through 12th grade.

The Assistant Principal is critical to setting the school culture (grades 7-12) through teacher support and development, student character education, and upholding the capstone virtues expected of all LCHS students and staff. The Assistant Principal is expected to know students and staff by name and to hold them accountable to the rigorous Liberty standards.

The Assistant Principal reports to the High School Principal, and will work with a team of administrators across two locations. This is a salaried year-round position with benefits available. Salaried positions include multiple holidays and paid time off.

Key Job Responsibilities

- Provide training and support for new teachers, oversee the mentoring program, and help them assimilate to Liberty.
- Work with Principal and Department Heads to develop and execute professional development, providing outside training as needed.
- Ensure fidelity in teaching the Liberty curriculum as set by the Board of Directors.
- Manage any necessary student discipline and relevant communication with parents.
- Supervise the character education program, including implementation and awards.
- Utilize all available opportunities to provide character education to the student body, such as discipline, lessons, and example.
- Manage staff and students in order to orchestrate all aspects of the student leadership and student life programs, including House and Order systems, Lyceums, clubs, events, and field trips.
- Help to supervise students at lunch duty, before school, and at student events that may occur outside of regular hours.
- Work with the Principal on areas, such as: hiring, evaluations, observations, state and district reporting, and any other needs that may arise.
- Advise the Principal on ways to enhance the current systems and maintain school culture as the school grows and advances.
- Coordinate with the Academic Dean on areas such as: assessment data analysis and creation of the master schedule.
- Work with the administrative team to set and meet goals for LCHS, and with the administration and Board of Directors towards the betterment of both schools.

Minimum Requirements

- Bachelor's degree
- Progressive experience in education and school administration, preferably in a charter school
- Demonstrated ability to work with a team and to effectively manage others
- Excellent leadership and organizational skills

- Strong interpersonal and communication skills
- Desire and willingness to learn about Liberty's history and philosophy and to uphold the mission and values of the school

Desired Qualifications

- Master's degree or higher
- Two or more years of experience in school administration, business administration, or equivalent private-sector experience
- Demonstrated ability to lead a professional team
- Understanding of Liberty Common High School's history and a commitment to maintaining the school's mission and values

For more information about Liberty Common High School, see <http://www.libertycommon.org>.

Application Instructions

Application must include a letter of interest, resume, philosophy of education, copy of transcript, and three professional references with phone numbers. Applications without all required documents will not be considered. Administrator's license not required.

Mail to:

Mr. Torgun Lovely, Principal
Liberty Common High School
2745 Minnesota Dr.
Fort Collins, CO 80525

Or e-mail to: tlvely@libertycommon.org.

Liberty Common High School is an equal opportunity employer and provides employment opportunities based only on job-related qualifications. LCHS does not discriminate on the basis of age, race, color, gender, or any other protected class.