

Fort Worth Independent School District

Job Description

Title	<u>Young Women's Leadership Academy</u>
Building/Campus	#471 Secondary School Leadership
Duty Days	220
Pay Grade	S14C
Salary: From	83,000.00
Salary: To	90,763.00
General Summary	<p>The Fort Worth ISD in collaboration with the Foundation for the Education of Young Women, will open a Young Women's Leadership Academy in August 2010. The Academy will be an innovative single gender school that will provide dynamic, participatory learning, enabling students to experience academic success at many levels, but especially in the areas of math, science, and technology.</p> <p>This position calls for an exceptional individual with an entrepreneurial, dynamic leadership style, a strong commitment to and respect for diversity and difference, and a sound knowledge of single gender education. This person must be able to promote an innovative and challenging curriculum that engages students and excites the</p>
Job Duties	<ul style="list-style-type: none">· Articulates and communicates the goals and visions of the Young Women's Leadership Academy to a wide variety of audiences. Responsible for creating a climate and culture that infuses the expectation of college enrollment.· Directs a year-long planning process to establish and create a structure and culture for the Young Women's Leadership Academy; hire, inspire, and train an excellent school faculty, responsible for developing an Advisory class curriculum and summer preparatory programs to provide support services for students to be successful in· Serves as the liaison among FWISD, Community Partners, and the colleges and universities of North Texas. · Provides strong instructional leadership with an emphasis on personalized and rigorous student-centered learning.· Directs the implementation of the curriculum to ensure the use of innovative instructional practices that meets the needs of diverse learning styles through emerging technologies, service learning, interdisciplinary approaches, and other best practices.· Provides leadership in the delivery of instruction through modeling, demonstration and offers instructional assistance.· Develops and implements short-and long-range strategic planning in all areas of the instructional program. · Monitors instructional progress of the Young Women's Leadership Academy in collaboration with the Accountability and Data Quality Department of FWISD, and evaluates the progress of program goals and gathers other significant data relevant to the success of the Young Women's Leadership Academy.· Informs community about instructional goals and objectives, student's progress, attendance requirements, homework policies, routine and special school events, and solicits community support.· Supervises and evaluates all staff members and makes recommendations regarding continued employment. · Maintains discipline and order in the school. Conducts a continuous program of safety instruction and drills and supervises maintenance and security of building and grounds.· Prepares and adjusts schedules to ensure the integrity of program learning goals.· Approves requisitions and purchases within budget allocations. Keeps accurate financial records necessary for the proper accounting of monies collected in the operation of the school. Prepares and submits all reports in accordance with district directives.· Manages the budget and ensures that funds are expended according to the grant guidelines.· Works collaboratively with the Advisory Council to implement a participatory decision making process regarding matters of the Academy.· Plans and implements development strategies in support of a single-gender school for girls through foundation and grant opportunities.· Performs all other related duties as assigned.

Job Qualifications

- Masters degree from an accredited college or university.
- Valid Texas Mid-Management certification or Principal certification; as an alternative, individuals may apply if they are eligible for or currently possess the appropriate temporary certification.
- Three years administrative experience (single gender setting preferred) and three years of classroom teacher experience (preferred).
- Bilingual fluency (Spanish) preferred.
- Certified Professional Development and Appraisal System(PDAS) appraiser.
- Project and grant management skills preferred.
- Experience in relationship and partnership building.
- Thorough knowledge of federal and state guidelines, as well as district policies and procedures.
- Work experience in inner-city schools with diverse populations.
- Ability to plan budget needs and monitor and disburse funds.
 - Excellent supervisory, communication, and conflict management skills.
- Thorough knowledge of:
 - Curriculum and Instruction
 - School operations
 - Conflict management
- Ability to:
 - Exercise discretion regarding matters of a sensitive or confidential nature
 - Work well with all levels of internal management and staff
 - Communicate effectively, both orally and in writing with staff, students, parents, and in the community in a multiethnic environment
 - Operate computers and appropriate technology
 - Conduct group presentations and facilitation.
 - Exercise good judgment and creativity in making decisions

Application Requirements

Complete an on-line application and attach a resume.

Must complete an online application and attach a resume as a word document. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.

[\(Click here for equivocation list\)](#)

Additional Job Information

PHYSICAL JOB REQUIREMENTS

PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200 repetitions)

PHYSICAL DEMANDS

Exerting up to 20 pounds of force occasionally, and/or to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Indoors, in controlled environment, exposed to weather elements when driving and at special outdoor events for school.

A detailed list of physical job requirements is available from the Compensation Department.

These statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all job responsibilities.