



WHIN Music Community Charter School
K-2 Assistant Principal
New York, NY

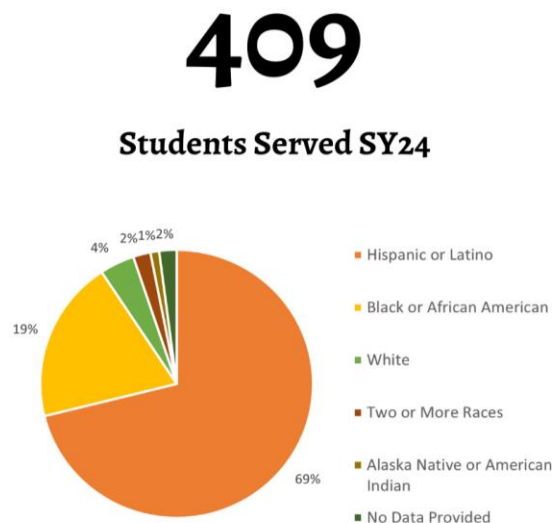
About WHIN Music Community Charter School

Washington Heights and Inwood (WHIN) Music Community Charter School provides a diverse student population with rigorous academic instruction, intensive music education, and a positive learning environment so that every student can thrive academically and socio-emotionally.

Every WHIN student participates in both Orchestra and Choir every day in the El Sistema tradition. El Sistema is a unique social program that was founded in Venezuela to build community through excellence. The goal is to effect social change through intensive daily ensemble music education. Working in an ensemble enables all children to experience being an asset to their community and grow into citizen artists prepared to make the world a better place.

In the fall of 2023, WHIN celebrated the topping out of its new facility just a few blocks away from its current location. This marked a major milestone in the construction process as the completion of the entire steel framework of the building means they continue to stay on track to open their doors to the WHIN community in the fall of 2024.

In the 2023–2024 school year, WHIN is serving 409 (101% enrolled) students from grades K–7 (an 8th grade will be added in SY25), has 64 staff members, and a budget of \$10,580,909. For more information, visit www.whinmusic.org.



409 Total Enrolled SY24 (101%)

85% Economically Disadvantaged

29% English Language Learners

19% Students with Disabilities

85% Student retention rate between SY23 and SY24

64% Total number of staff

69% Number of staff who Identify as people of color

27% Number of staff who live in the area our students live

Position

Washington Heights and Inwood (WHIN) Music Community Charter School is actively seeking a passionate and visionary K-2 Assistant Principal who is deeply committed to enriching our vibrant school community with a focus on early literacy, math, and the development of responsive classroom skills. This critical role is designed for a leader who values compassion, kindness, and curiosity, and aims to integrate these principles into the fabric of our everyday learning environment. The K-2 Assistant Principal role is new, based on the growth of the school.

As the K-2 Assistant Principal, you will work in close collaboration with the Principal to shape and implement an innovative curriculum that aligns with WHIN's mission and vision, with a special emphasis on early literacy and math foundational skills. Your leadership will extend to collaborating with the Directors of Curriculum and Instruction, Director of Special Education and Director of Music to promote student growth, and enhancing our educators' abilities to create a positive, engaging, and effective learning environment that supports the whole child.

Your responsibilities will be broad and impactful, including leading efforts to foster a culture of love for learning and inclusivity, coordinating logistics for state testing, and driving professional development initiatives that elevate teaching quality, with a focus on pedagogical approaches that support early literacy and math skills. A significant part of your role will also involve promoting responsive classroom techniques that encourage a supportive and engaging classroom environment, enabling students to thrive both academically and socially-emotionally.

You will champion a data-driven culture aimed at continuous improvement, mentor instructional staff to foster pedagogical growth, and actively engage families and the broader community to support children's learning and school goals. Effective management of curriculum implementation, providing feedback on lesson plans with an eye towards enhancing early literacy and math instruction, and supervising special programs are also key components of this role.

The ideal candidate will have a proven track record of leadership in education, particularly in settings that prioritize early childhood education, literacy, and math, combined with outstanding academic qualifications and emotional intelligence. Experience with progressive educational practices that nurture the whole child, stimulate curiosity, and prepare students for real-world challenges is essential. Additionally, candidates should demonstrate integrity, courage, collaborative leadership, excellent communication skills, and a dedication to building consensus.

This full-time, year-round position is available to start on July 1, 2024, or earlier, depending on the selected candidate's availability.

Responsibilities

The K-2 Assistant Principal will be responsible for:

Curriculum Development and Instructional Leadership

- Forging a partnership with the Principal and Directors of Curriculum and Instruction to devise and implement a curriculum focused on early literacy and math, ensuring alignment with WHIN's mission and vision.
- Leading the charge in integrating responsive classroom practices to support a positive and inclusive learning environment.
- Championing professional development programs aimed at refining pedagogical skills with an emphasis on early literacy, math, and fostering a positive learning atmosphere.
- Providing targeted coaching and feedback to enhance teaching effectiveness and foster student growth.

Operational Coordination and Collaborative Problem-Solving

- Collaborating with the Director of Special Education and Operations team for efficient New York State testing preparation and logistics.
- Promoting a culture of collaboration and flexibility within the leadership team to enhance decision-making processes and operational efficiency, ensuring the school's systems support educational outcomes and continuous improvement.

Data-Driven Culture and Continuous Improvement

- Advocating for and utilizing a data-driven approach to inform instructional practices, curriculum adjustments, and monitor progress towards academic goals.
- Regularly reviewing and managing the implementation of curriculum and instruction, offering constructive feedback to teachers to elevate the quality of education provided.

Community Engagement and Program Supervision

- Actively engage with families and the broader community to support student learning, fostering strong partnerships and communication channels.
- Oversee special programs such as tutoring, summer programs, and family workshops, ensuring they contribute effectively to the school's educational objectives.
- Participate in monthly Board of Trustees meetings, contributing to the strategic oversight of the school.
- Other duties as assigned, demonstrating flexibility and a commitment to the overall success of WHIN's middle school program and community.

Qualifications

Personal Qualities and Leadership Style

- Knowledge of supervisory teaching principles, practices and methods related to teaching
- Ability to organize and conduct effective training programs and to take appropriate measures to assure their successful operation
- Commitment to diversity, equity, inclusion, and anti-racism
- Commitment to and proficiency in partnering with families in service of their children's education
- Ability to develop a positive, strong relationship with the community
- Ability to work autonomously as well as take coaching as needed
- A sense of humor and kindness towards your colleagues
- Enthusiasm and excitement for your own ongoing professional learning

Educational and Professional Profile

- Masters Degree in education or education-related field
- 3+ years of early childhood teaching experience in an urban school setting
- 2+ years as a school leader (Assistant Principal or a similar role) in an urban school setting
- Experience working with students, families and staff from various cultural and linguistic backgrounds
- New York State School Building Leadership (SBL) certification or equivalent from another state
- Strong organization and communication skills
- Written and spoken Spanish language skills preferred

Core Competencies

These core competencies represent the fundamental qualities that an individual must possess to perform effectively and align with WHIN's culture and goals. WHIN uses them as a fundamental tool for assessing candidates throughout the process. They are:

Mission and Culture Fit

A candidate with this competency deeply aligns with the school's mission of integrating music education with a rigorous academic curriculum and understands the importance of fostering a supportive and inclusive school culture. They actively promote the school's values, ensuring that all decisions, from curriculum to community engagement, support these ideals. This leader champions diversity, encourages artistic expression, and creates an environment where students and staff feel valued and connected to the school's broader purpose.

Strategic Planning and Operational Management

The ability to strategically plan and manage school operations is key. This competency requires a blend of vision and practicality, ensuring that the school's strategic priorities are translated into actionable plans. The Assistant Principal should excel in coordinating State testing logistics, supervising special programs, and working collaboratively to improve systems and processes. Effective operational management also involves a commitment to data-driven decision-making and continuous improvement.

Instructional Leadership

Instructional leadership is crucial for ensuring the curriculum is effectively implemented and that teaching strategies meet the diverse needs of students. This includes a strong focus on early literacy and math, as well as the ability to integrate responsive classroom practices. The Assistant Principal should possess the ability to inspire and guide teachers in adopting innovative pedagogical methods, provide constructive feedback, and lead professional development initiatives that enhance teaching quality and student learning outcomes.

Community and Stakeholder Engagement

Strong communication skills and the ability to engage with a diverse community of students, families, faculty, and staff are essential. The Assistant Principal must be capable of building meaningful relationships, facilitating open and transparent communication, and engaging families in their children's education. This competency includes the ability to listen actively, communicate effectively across different mediums, and foster partnerships that support the school's goals and enhance the educational experience for all students.

Compensation

The salary range for this position is \$105,000 - \$130,000 with a generous benefits package including:

- Retirement Plans
 - Tier 1: 1-2 years of service at WHIN = 5% match
 - Tier 2: 2-5 years of service at WHIN = 7.5% match
 - Tier 3: 5+ years of service at WHIN = 10% annual match
- Up to four medical plans through Cigna's Open Access Plus Network, all of which include free preventative care
- Life insurance, short-term disability, optional pet insurance and Norton Lifelock

EEO Policy:

WHIN Music Community Charter School is an equal rights and opportunity agency and does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry, marital status, or any other legally protected classification in its activities, educational programs, or employment practices as required by Title VI, IX, and Section 504.

This position description is based upon material provided by WHIN Music Community Charter School, an equal opportunity employer.

To apply for this position, click [HERE](#).

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