New Liberty Innovation School
Principal Job Description

Interested applicants should read the entire posting.

Who We Are
The Salem School District is in an optimal position to advance a vision for a 21st Century re-design of high school programs that will address the multiple needs of students for whom traditional, Carnegie-based education does not work. Formerly a Horace Mann Charter School, the proposed New Liberty Innovation School (NLIS) will embody the vision for the Salem School District by creating a fresh, evidence-based model to assist over-age, under-credited students in overcoming obstacles that impede their progress towards earning a high school diploma and developing a solid post-secondary educational and career plan. Utilizing the autonomies granted to Innovation Schools, New Liberty will offer a rigorous competency-based education program and a robust range of support services that will support students to gain high-level competence in three domains: academics, employment, and essential habits (the core habits of stable adults) through a regular school year with up to 40 days of summer programming. Through a proposed onsite community school, partnerships will be created to offer additional educational and career/training opportunities to New Liberty students and their families.

The target student population of New Liberty will be students aged 14-22 from Salem Public Schools, and from neighboring districts through inter-district tuition-based agreements with the sending school districts. Enrollment will be 40-50 students. The school is conveniently located in downtown Salem on the Second Floor of the Museum Place Mall.

Furthermore, we believe that NLIS will serve as a model not just for alternative education, but for all students in Salem and partner districts that require a re-designed pathway leading to graduation and post-secondary education in the 21st Century.

Our Mission: New Liberty Innovation School will educate underserved and under-resourced youth to realize their full potential as high school graduates and prepare them for success in college or career, and citizenship.

Our Vision: New Liberty Innovation School will achieve this mission by leveraging educational innovations and public/private partnerships to:

- Provide rigorous academic instruction and remediation opportunities
- Provide a self-paced, competency based educational environment
- Provide full social support services and onsite counseling
- Develop in NLIS students the essential habits of stable, independent adults. These include mindfulness, tenacity, and organizational skills, among others to be developed with all staff and student input
- Build the confidence and competence of NLIS students through weekly adventure and challenge programming
- Provide career readiness skills, leading to internships and employment, in collaboration with partner organizations
- Develop strong anchor relationships between students and staff
- Develop programming grounded in resiliency, healthy connections, academic competence, and self-advocacy skills.
**Who we seek:**
We seek a dynamic and innovative instructional leader who has an understanding of competency-based education and a demonstrated track record of success. The successful candidate will also possess an exemplary managerial, instructional and operational skill-set, as well as the ability to inspire students, faculty, staff, community and academic partners to collaborate effectively in support of the mission and vision of the school. S/he will demonstrate an intrinsic understanding that success for our students, who always “come first,” requires a balance of academic, social and emotional supports in order to ensure that all our students graduate from high school with a high degree of academic competence, strong habits of mind and success, and ready to take their next post-secondary step. The successful candidate will help the district to achieve its mission and related goals and objectives.

The responsibilities, opportunities and challenges of the NLIS Principal include, but are not limited to:

**Instructional Leadership**
- Refine established competency-based and common core-aligned curriculum and assessments based on current research and nationally recognized best practices in alternative education;
- Lead the establishment of programs and partnerships to teach and reinforce academic, social emotional learning (SEL), and employment skills;
- Lead and supervise student interventions, including a crisis management, staff training and the creation of a tiered systems of student support;
- Encourage innovation while maintaining a sustainable working environment for all faculty and staff.

**Operational Leadership and Management**
- Ensure the school is in compliance with federal, state, and local regulations and requirements;
- Oversee the management of the school operations and finances, including facilities, maintenance, repair, school records and resources, and the school budget;
- Serve as a keeper of the school’s long-term vision, integrity and viability, while ensuring effective management of the day-to-day school affairs.

**Strategic Planning and Family and Community Relations**
- Establish and maintain partnerships with the families of NLIS students, local policymakers, and community stakeholders to create employment opportunities and advance the NLIS mission;
- Create marketing materials and implement student recruitment plans;
- Act as the primary champion for NLIS students, communicating success stories and student needs to a range of internal and external stakeholders.

**Staffing and Supervision**
- Implement effective talent management strategies, including the recruitment, training and evaluation of 12-15 staff members using the Massachusetts Department of Education evaluation systems;
- Establish job descriptions, set individual goals and manage the work plans of collaborative teams;
- Collaborate with union and district officials on staff supervision and personnel issues.

**Professional Culture**
- Identify key levers that foster accelerated student and school improvement;
- Foster a professional environment that values collaboration, data use, and continual improvement where teachers work together to collect and analyze data to sustain cycles of inquiry and improvement;
- Foster teacher leadership through delegation, shared leadership and decision-making;
- Work to create a school climate in which staff, students, parents and extended families, and the
entire community can thrive and develop a mutual sense of trust, participation, understanding, and appreciation of diversity.

Qualifications:
**Required:** Master’s Degree; MA High School Principal 9-12 license or eligibility for such license; three (3) years teaching experience; experience reengaging off-track, at-risk, struggling and over-age students; citizenship, residency or work VISA in United States.

Demonstrated leadership qualities including, but not limited to:
- Superb oral and written communication and interpersonal skills
- Experience with competency based education
- Strong technology skills
- The ability to be a strong presence both within as well as outside of the school, serving as a representative and advocate for student and programmatic needs
- The ability to find creative and sustainable solutions to school problems by working with appropriate staff, parents, students and/or community agencies.

**Preferred:** Bilingual, preferably in Spanish.

**Application Requirement:** Interested candidates must submit a completed application along with a targeted cover letter crafted specifically to lead in SPS, a resume and a response to all three short answer questions. The targeted cover letter, resume, and short answer responses should be saved as one PDF document and uploaded to your application via [http://www.schoolspring.com](http://www.schoolspring.com) or by mail to: Superintendent - Salem Public Schools, 29 Highland Ave., Salem, MA 01970

**Position Type:** Full-time
**Positions Available:** 1

**Equal Opportunity Employer**
_Salem Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws._

**Application Questions**
Short answer questions (must be answered for application to be considered):

1. **Why do you want to lead New Liberty Innovation School?** (Maximum 200 words—longer responses will not be reviewed or scored)

2. **What opportunities do you anticipate if you are offered and accept a principal position with SPS? What strategies will you employ to maximize these opportunities to improve student outcomes?** (Maximum 300 words—longer responses will not be reviewed or scored)

3. **Our school serves a diverse student body many of whom have faced multiple academic and social-emotional challenges. When you consider your interest and past experiences, how do you believe your leadership will be best leveraged to serve this particular population?** (Maximum 200 words—longer responses will not be reviewed or scored)