

The United Federation of Teachers will be opening a secondary charter school, with an incoming sixth grade, in September 2006. We are in the process of obtaining final approval from the chartering agency. [\[A description of the school's educational philosophy and program may be read here.\]](#) In anticipation of that opening, and to begin the essential work of preparing for the school, we are now hiring a Secondary School Leader and a Director of School Community Life. Additionally, we are now hiring a Business Manager who will work for both the secondary school and an elementary charter school the UFT opened in September 2005.

The job qualifications and responsibilities are listed below. We will hire the School Leader first, with the intention of having her/him be involved in the hiring process for the Director of School Community Life and the Business Manager. The starting date for all three positions is immediately upon hiring.

To apply for the Secondary School Leader and Director of School Community life positions, submit the following materials by January 3, 2006: [i] a declaration of interest (in the form of a complete cover letter) explaining your reasons for applying and making the case for your qualifications, [ii] a complete resume, and [iii] copies of appropriate teaching and/or supervisory licenses to the following address. Additionally, we will ask all candidates on our short list for three letters of reference from colleagues and/or supervisors, so you should have such letters available as soon as possible after January 3, 2006. All applications should be sent to:

UFT CHARTER SCHOOL JOB SEARCH  
United Federation of Teachers  
52 Broadway, 14th Floor  
New York, NY 10004  
ATTN: Yvette Rodriguez

To apply for the Business Manager position, submit the following materials by January 31, 2005: [i] a declaration of interest (in the form of a complete cover letter) explaining your reasons for applying and making the case for your qualifications, [ii] a complete resume, [iii] copies of appropriate diplomas and certificates, and [iv] three letters of reference from colleagues and/or supervisors. All applications should be sent to:

UFT CHARTER SCHOOL JOB SEARCH  
United Federation of Teachers  
52 Broadway, 14th Floor  
New York, NY 10004  
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Inquiries concerning the positions should be directed to: [CharterJobSearch@UFT.ORG](mailto:CharterJobSearch@UFT.ORG).

## **SECONDARY SCHOOL LEADER**

The Secondary School Leader will be, first and foremost, an educator. He or she will have a deep understanding of the school's curriculum and pedagogy. Given our core democratic principles, the School Leader will work to develop a collaborative and trusting school culture that supports staff, facilitates the implementation of the school design, and that is focused on student achievement. The School Leader will

serve as chief executive of the secondary school, will report directly to the Secondary School Committee of the Board of Trustees and will supervise all secondary school staff.

Qualifications:

1. Demonstrated leadership experience with tangible results in a public school, not-for-profit organization, or other educational enterprise;
2. A belief that all students can achieve academic and personal excellence;
3. A belief in the importance of public education as a means to prepare a democratic citizenry;
4. A demonstrated record of excellence as a teacher within the secondary grades (6-12), with at least five years of classroom experience (Special consideration will be given to candidates with National Board for Professional Teaching Standards certification) [Rating sheets for the last three years should be included in the job application];
5. The ability to recruit, build, and motivate a cooperative team of first-rate educators;
6. Demonstrated ability to work collaboratively and collegially with teachers and other staff;
7. Expert pedagogy with an understanding of a range of learning strategies as well as the current and historical debates in educational content and curriculum;
8. Demonstrated ability to build and manage relationships with numerous stakeholders including students, parents/guardians, community organizations, vendors, partner organizations, charitable foundations, and other supporters;
9. Diplomatic persistence, determination, and problem-solving skills;
10. Outstanding verbal and written communication skills;
11. Proficiency in data analysis and the use of quantitative and qualitative student achievement data to develop educational priorities and to drive decision-making;
12. Financial acumen, with experience building and managing a budget;
13. Demonstrated administrative and organizational ability;
14. Familiarity with the charter school movement and charter school operation;
15. Familiarity with the principles, goals and organization of the UFT and teacher unions in general.

## Responsibilities

1. Embody, preserve, and promote the school's mission, purpose, and core values;
2. Serve as chief executive of the school with responsibility for meeting the chartered student achievement goals;
3. Manage all start-up activities required for a successful launch of the school in September 2006;
4. Ensure the responsible and effective day-to-day operation of the school;
5. Implement the school design as proposed in the charter application;
6. Develop, revise, and present to the Secondary School Committee and the Board of Trustees (for adoption) the school's educational goals, policies, and annual budget;
7. Make formal reports to the Secondary School Committee, the Board of Trustees and charter entity concerning the state of the school;
8. Evaluate school staff;
9. Provide educational leadership and direction to the entire staff that is consistent with the school's mission, core purpose and values, and that is focused on student achievement;
10. Model to teachers appropriate and innovative teaching methodologies;
11. Lead professional development for the school staff;
12. Facilitate parent/guardian involvement and address student, parent/guardian, community or other complaints brought forward by any individual or group alleging a violation of the provisions of the Charter Schools Act, the school's charter, or any other provisions of law pertaining to the management or operation of the school;
13. Manage, with the school's business manager, the school's financial affairs to ensure that the school is operating in a fiscally responsible and solvent manner;
14. Prepare board reports to present the school's academic progress and operational and financial stability

## **DIRECTOR OF SCHOOL COMMUNITY LIFE**

Given the great importance the UFT Charter School accords to democratic citizenship, and thus to the promulgation of a school culture that promotes this goal, we are establishing a school leadership position charged with responsibility for the development and operation of community service learning program, the advisory, and the morning community meetings, as well as outreach to the communities in which our school will be located. In addition to a record of excellent teaching within the secondary grades, our ideal candidate would have a background in some combination of community organizing, community service learning, guidance and social work.

## Qualifications

1. Demonstrated leadership experience with tangible results in a public school, not-for-profit organization, or other educational enterprise;
2. A belief that all students can achieve academic and personal excellence;
3. A belief in the importance of public education as a means to prepare a democratic citizenry;
4. A demonstrated record of excellence as a teacher within the secondary (6-12) grades (Special consideration will be given to candidates with National Board for Professional Teaching Standards certification);
5. Demonstrated ability to work collaboratively and collegially with teachers and other staff in a school founded on democratic values and committed to democratic governance;
6. Demonstrated ability to build and manage relationships with numerous stakeholders including students, parents/guardians, community organizations, partner organizations, charitable foundations, and other supporters;
7. Demonstrated ability to conceive, organize, implement and oversee major and complex organizing projects;
8. Demonstrated ability to run a successful community service learning or similar program;
9. Demonstrated ability to provide counseling for adolescents;
10. Diplomatic persistence, determination, and problem-solving skills;
11. Outstanding verbal and written communication skills;
12. Demonstrated administrative and organizational ability;
13. Familiarity with the charter school movement and charter school operation;
14. Familiarity with the principles, goals and organization of teacher unions
15. Special consideration will be given to candidates with a command of conversational Spanish.

## Responsibilities

1. Embody, preserve, and promote the school's mission, purpose, and core values;
2. Serve as leader and primary organizer of the school's culture;
3. Develop, implement and oversee the school's Community Service Learning program, identifying the organizations and institutions where students will do their service, establishing the school's relationship with them, and managing the students' service;
4. Work with teachers of literacy and teachers of English Language Arts to prepare students in the middle school years for participation in community service learning focused on being 'literacy mentors' for pre-K to second grade students;
5. Lead the development and implement of the school curriculum and course of study for advisory, and lead a student advisory;

6. Organize and lead morning meetings of the school;
7. Provide leadership and direction to the entire staff in the area of school culture that is consistent with the school's mission, core purpose and values, and that is focused on education into democratic citizenship;
8. Model to teachers appropriate and innovative teaching approaches for the advisory;
9. Organize the outreach and relations of the school to the communities in which it is located;
10. Reinforce good student conduct through the use of positive behavior supports as outlined by the school code of conduct.

### **BUSINESS MANAGER**

The Business Manager, serving as chief financial officer, will report to the Elementary and Secondary School Leaders of the UFT Charter School.

#### Qualifications

1. Significant leadership experience in the financial management of a school, not-for-profit organization, public agency, or private corporation;
2. Experience in a start-up enterprise;
3. An entrepreneurial outlook;
4. A Master's degree in Business Administration (MBA) or Public Administration (MPA) or equivalent experience.

#### Responsibilities

1. Coordinate administrative services provided by the United Federation of Teachers;
2. Develop the schools' annual budgets;
3. Manage all financial transactions, including but not limited to: claiming of public revenue, expenditures, procurement, record keeping, reporting, and auditing;
4. Manage all administrative function, including payroll services, fringe benefit services;
5. Prepare and maintain a variety of records, including income and expense statements, bookkeeping ledgers, payroll, bank accounts, payable invoices;
6. Maintain relationships with the schools' audit firm, insurance broker, attorney, and other vendors;
7. Work collaboratively with the schools' Coordinator of Operations and Outreach, grants writer, and other staff;
8. Collect any and all financial data required for the preparation of reports to the School Leader, Board of Trustees, chartering entity and other appropriate bodies;
9. Prepare monthly financial statements, such as cash flow statements, balance sheets, fiscal condition reports, profit/loss statements;

10. Maintain appropriate audit trails;
11. Prepare and maintain a forecast model to anticipate over- and under-budget activities;
12. Prepare summary analysis of monthly financial reports;
13. Reconcile the bank accounts each month;
14. Record and track income and expenses related to all contracts and grants;
15. Prepare vendor checks.