



## Bilingual Collaborative Leader

**STATUS:** Full-time, Year Round, Exempt

**SALARY:** Base salary \$70,000 plus benefits, higher based on experience and qualifications

**LOCATION:** 3628 W Pierce St, Milwaukee, WI 53215

### Position Summary

The primary responsibility of this Collaborative Leadership position is to foster student achievement and a strong school culture environment. This position is responsible for executing the school's vision and providing support for personalized instruction and innovative curriculum. Provide instructional leadership to staff including: curriculum planning, review and implementation; and professional development. Assists in the day to day building administration and the safety and welfare of students, staff, volunteers, parents and activities. Leads the staff in the implementation of quality instruction. Ensures a safe, effective educational atmosphere, provides discipline support and ensures school policies are followed.

As a member of a [Teacher Powered School](#), this position's main goal is to support Advisors be the best teachers they can be. As collaborative leader, this position will embody and advocate for the mission and vision of the school.

### Escuela Verde Vision and Mission

Escuela Verde, part of the TransCenter for Youth network of schools, cultivates a community that is participatory, just, sustainable and peaceful. We live our vision through:

- Graduating high school students prepared to live happy, healthy, meaningful lives;
- Collaborating with the community to create a strong sense of place and skills to flourish without harm;
- Providing staff who model our vision and embrace education as liberation;
- Engaging youth by adhering to an ecopedagogical praxis;
- Developing biliteracy and honoring linguistic and cultural identities by engaging in translanguaging practices; and
- Offering immersion opportunities for those interested in transformative education.

### Ideal Candidate Qualifications

- Wisconsin Department of Public Instruction teacher license required, administrator license preferred
- Master's degree in related field required
- Bilingual in Spanish required
- Belief in constructivist pedagogy
- View of students as capable learners
- Commitment to sustainable living and social justice mindset
- Ability to create a school environment that is inclusive and multicultural
- Democratic mindset that puts all school members (advisor, students, and parents) on equal terms
- Belief in restorative practices as a method for problem-solving

- Ability to work in a collaborative environment

**Core Attributes**

**Commitment to Justice and Equity:** Recognizes the role of race, gender, other identities and socio-economic conditions in shaping disparities and disposition, is driven to improve conditions, and proactively learns about race, equity, and identity.

**Results-Orientation:** A proven track record of achievement and producing results (rather than getting immersed in process), perseveres despite obstacles. Solution oriented vs. stuck on obstacles.

**Communication and People Skills:** Must be adaptable to performing under stress and when confronted with persons acting under stress. Must be able to deal with sensitive and confidential information.

**Technology Driven:** Must be able to navigate different technology platforms, including SIS (JMC and IC), Edgenuity, Xello, Google Education Suite, and Microsoft Office Suite.

**Essential Duties and Responsibilities**

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as leadership may deem necessary from time to time.

Duty/Responsibility: School Culture	
<ul style="list-style-type: none"> <li>● Embody and advocate for the mission and vision of the Escuela Verde community</li> <li>● Provide and maintain a school culture grounded in Equitable Practices for ALL students to learn and flourish</li> <li>● Helps set and hold high expectations for dignified interactions with students, parents, staff and the community</li> <li>● Establish authentic rapport with students and staff</li> <li>● Manages and trains staff on the restorative practices and discipline process. This includes making sure all processes align with the discipline policy, leading all discipline committee meetings with TransCenter for Youth, documenting on JMC, filling out appropriate paperwork</li> <li>● Supporting and implementing SEL / Restorative Practices</li> <li>● Organize celebrations of staff and students</li> </ul>	

Duty/Responsibility: Staff Support & Instructional Leadership	
<ul style="list-style-type: none"> <li>● Build deep and trusting relationships with staff</li> <li>● Lead &amp; participate in EV's Professional Learning Community</li> <li>● Plan and implement professional development to develop strong restorative practices and Project-Based Learning instructional strategies</li> <li>● Build a high-performing, consistent data-driven culture across the school. Use the data to make instructional, program and evaluation decisions.</li> <li>● Develop academic goals and performance benchmarks. Ensure accountability and performance management of advisors to ensure student achievement gains are realized.</li> <li>● Implement a coaching, observation and feedback cycle that effectively develops staff.</li> <li>● Trains, coaches and evaluates teaching staff via weekly coaching and development cycle, holding faculty accountable to clear student growth targets, common assessments and ongoing peer collaboration</li> <li>● Recruit, interview and hire prospective staff</li> </ul>	

Duty/Responsibility: Curriculum Development and Implementation	
<ul style="list-style-type: none"> <li>● Ensures curriculum is aligned with high quality Project Based Learning Standards</li> <li>● Implements assessment practices, tracking, reporting and improving using Headrush</li> <li>● Logistics and data tracking</li> <li>● Researches trends and research based practices in other schools and recommends improvements</li> <li>● Ensures curriculum can be modified and differentiated to meet the needs of the individual learner</li> <li>● Collaborates with Advisors to identify and implement best practices in curriculum, assessment, and instructional practices</li> </ul>	

Duty/Responsibility: Operations and School Management	
<ul style="list-style-type: none"> <li>● Attend TCY Meetings and relay back to EV collective during staff meetings and as needed</li> <li>● Follow all fiscal policy and procedures and collaboratively manage the school spending processes</li> <li>● Collaboratively manage all school level HR needs, including hiring, onboarding, updating position duties annually, and staff concerns</li> <li>● Maintain safe, secure, and healthy school facilities that embrace our sustainable practices</li> <li>● Regularly communicates and maintains constructive relationships with all authorizing agencies</li> <li>● Gather and report data required or all authorizing agencies, including but not limited to attendance, enrollment, audits and legal compliance</li> <li>● Establish and maintain annual plans, including the crisis plan, Comprehensive School Improvement Plan, and authorizer Learning Memo</li> </ul>	

Duty/Responsibility: Enrollment and Guidance	
<ul style="list-style-type: none"> <li>● Manage enrollment application processes and meetings</li> <li>● Schedule and plan annual Shadow Days and annual Open House</li> <li>● Meet with all prospective families and conduct new student enrollment meetings</li> <li>● Offer professional development to help advisors guide students in their Graduation Plan in collaboration with the SPED lead and EB</li> <li>● Collaborates with advisors and student support staff on student referrals for additional resources</li> <li>● Work with Academic and Career Planning to help the Senior Advisor and Career and Readiness Advisor offer post-high school opportunities and Dual Credit Earning</li> </ul>	

Duty/Responsibility: Family & Community Liaison	
<ul style="list-style-type: none"> <li>● Establishes and maintain relationships with parents/caregivers; listen to and act upon their concerns</li> <li>● Plan four parent/caregiver meetings a year, including the annual Title I meeting</li> <li>● Plan monthly community nights, including presentation nights and community celebrations</li> <li>● Work with the EV Cafe to share after school and weekend opportunities with students and families</li> <li>● Regularly communicates school announcements and important information via all methods of communication (email, social media, phone calls)</li> <li>● Build collaborations and partnerships throughout the community</li> </ul>	

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or touch objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach above shoulders. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

### **TransCenter for Youth**

[TransCenter for Youth \(TCY\)](#) has 48 years of non-profit experience working with Milwaukee youth. We operate small high schools that serve the unique needs of students in Milwaukee through innovative, culturally appropriate approaches to teaching and learning, serving as education models for other schools.

### **Equal Employment Opportunity**

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TransCenter for Youth(Escuela Verde) is an equal opportunity employer and believes in equal opportunity for all employees and applicants. Accordingly, all employment decisions are based on the principles of equal opportunity. These decisions include recruitment, selection, promotion, transfer, discipline, compensation, benefits, training, and other personnel actions involving persons in all job titles and shall occur without regard to race, color, creed, religion, sex, marital status, pregnancy (including childbirth and related conditions), age, ancestry, national origin, disability, genetic information, veteran or military status, sexual orientation, gender identity, arrest and conviction records, the use or nonuse of lawful products off the employers' premises during nonwork hours, declining to attend meetings or participate in communications about religious or political matters, or any other characteristic protected by law.

