



Rowe Middle School  
 1420 W. Augusta  
 Chicago, IL 60642  
 (773) 799- 2730  
[roweelementaryschool.org](http://roweelementaryschool.org)

### 6-8<sup>th</sup> Grade Assistant Principal

**School Description:** Rowe Elementary School, operated by Northwestern University Settlement, prepares students to succeed in and graduate from college by cultivating the desire and expectation to go to college and delivering an academically rigorous curriculum infused with unique social and emotional programming.

**Our Mission & Vision:** We best serve our students and their families by instilling in them the college mindset — holistically preparing them to successfully navigate the road to college graduation. We believe that our community is full of brilliant young people who, when provided an excellent education, are able to compete at colleges across the country.

**Job Description:** Rowe Elementary is looking for dedicated staff members to be a part of our Rowe family. Applicants will be selected based on alignment to our mission and vision, relevant experience, and demonstration of potential to yield excellent educational outcomes for scholars.

#### **Our ideal candidate will demonstrate our core values...**

We Put The <b><i>WE</i></b> In <b><i>WE</i></b> rk	<i>Reflection in Action</i>	pROWEfessional	Can't Stop Won't Stop
Team <b>w</b> erk is a selfless commitment to collaboration among the Rowe family. Together, we <b>w</b> erk to seek solutions and we trust that our team's intentions are in the best interest of our scholars.	Our awareness of our strengths, biases, and areas of growth compels us to critically reflect and intentionally respond to continuously improve our practice in service of our Rowe family.	Our professional community is built on thoughtful communication and a solutions-oriented mindset. We strengthen the professionalism of our community by holding ourselves and our Rowe family to high expectations.	Our passion for disrupting generational poverty drives our collective responsibility as a Rowe family. We relentlessly leverage every resource to ensure the success of our scholars.

#### **Credentials:**

- Bachelor's degree required
- Belief and alignment with school's core beliefs and educational philosophy
- Due to the strengths of our school community, both written and oral fluency in Spanish is highly preferred

Minimum of 2-3 years of school leadership preferred

#### **Position-Specific Qualifications:**

- Motivate every employee to take action and engage in the mission and vision
- Have the assertiveness to drive outcomes and the ability to overcome adversity and resistance
- Create a culture of clear accountability
- Build relationships that create trust, open dialogue, and full transparency
- Make decisions that are based on productivity
- Possess strong instructional, classroom management and discipline skills
- Excellent communication and organization skills with an extremely careful attention to detail and follow through
- Ability to think and act strategically
- Humility, strong work ethic, and 'roll up my sleeves' attitude
- Demonstrate a history of strong results as an instructor and school leader
- Demonstrate a history of effective coaching of both new and experienced teachers

### *School Leadership*

- Ensure fulfillment of vision and mission
- Ensure clear alignment and infusion of Settlement Programming
- Serve as a champion for Rowe and the Northwestern University Settlement House at all times
- Serve as the Principal, in the Principal's absence
- Co-Lead school staff and faculty recruitment, hiring, and retention 6-8
- Co-manage all school personnel
- Lead and manage school projects
- Participate in budget allocations and fiscal planning
- Participate in leadership meetings (lead when needed)

### *Instructional Leadership*

- Help oversee all instructional planning and implementation
- Help manage all teams to academic and SEL success
- Co-Manage Performance Management Cycle 6-8
- Develop and manage school schedule
- Co-Lead the planning and implementation of Summer Launch
- Collaborate on planning and implementing a professional development program for all staff
- Support in Tier 1 Discipline, as appropriate
- Lead MTSS Team 6-8

### *Community Leadership*

- Represent Rowe at board meetings as needed
- Represent Rowe at external and internal functions as needed

### **Professional Relationships & Expectations:**

- Model school core values and effectively communicate school mission and vision in a compelling manner
- Model professional and ethical standards when dealing with scholars, parents, peers, and community
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, collaborating with peers, and working with parents to maximize student learning
- Dress professionally at all times
- Willingness to participate in a multi-day residential camping experience with scholars during the school year
- Three-week professional development during the summer
- Strong desire to be challenged professionally and challenge colleagues in an effort to maximize student achievement
- Organize workload and prioritize demands to meet deadlines
- Complete all credentialing requirements as directed

### *Performs other related duties as required and assigned*

**Compensation:** We offer a generous compensation package which includes base salary and comprehensive health benefits. All staff members are equipped with the tools needed to succeed, including a dedicated work space, laptop computer, email, high-speed internet access, and all necessary supplies.