

Position: School Leader in Residence

Job Summary

The School Leader in Residence is a full-time, yearlong leadership development position designed to prepare an aspiring school leader for future leadership opportunities at IDEA Public Charter School. Working closely with the CEO and other school leaders, the School Leader in Residence will engage in hands-on leadership work while receiving targeted coaching and exposure to all aspects of school management, including instruction, school culture, teacher development, operations, family engagement, and data-driven decision-making. The ideal candidate is a highly effective educator and emerging leader who is eager to learn, contribute, and grow into a future school leader.

Key Responsibilities

1. Curriculum & Instructional Leadership

- Observe classrooms and provide feedback to teachers in collaboration with the instructional leadership team
- Analyze school-wide data to support continuous improvement in teaching and learning
- Participate in the development and monitoring of curriculum implementation and assessment systems
- Lead or co-lead professional development sessions aligned to school priorities

2. School Culture & Student Support

- Support implementation of school-wide culture systems and behavior expectations
- Partner with other school leaders to maintain a safe, positive learning environment
- Build strong relationships with students, families, and staff
- Support restorative practices, attendance initiatives, and student engagement strategies

3. Staff Development & Coaching

- Co-lead weekly data or planning meetings with teacher teams

- Shadow and support the coaching of teachers and emerging teacher-leaders
- Model and support high expectations for professionalism, accountability, and results

4. Operational & Strategic Planning

- Gain exposure to budgeting, scheduling, staffing, and compliance functions
- Assist with implementation of school operations and logistics
- Participate in leadership team meetings focused on school improvement and strategic planning
- Support the leadership team in tracking progress toward ASPIRE framework goals

5. Leadership Development

- Engage in regular one-on-one coaching with the CEO
- Take ownership of a recurring leadership responsibility—such as leading weekly staff huddles, managing student support meetings, or facilitating data talks—to build authentic leadership experience in core school systems
- Lead real school initiatives (e.g., attendance improvement, instructional walkthroughs, or a grade-level team) with coaching and feedback to build leadership capacity through hands-on experience

Qualifications

- At least 5 years of successful teaching experience in an urban school setting
- Demonstrated record of improving student achievement
- Strong curriculum and instructional knowledge and belief in high expectations for all students
- Previous experience in a leadership role (e.g., instructional coach, department chair, assistant principal) preferred

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- Deep commitment to IDEA Public Charter School's mission and values
- Reflective, coachable, and committed to personal growth
- Excellent organizational, interpersonal, and communication skills
- Familiarity with ASPIRE or other accountability frameworks

Required Social-Emotional Competencies:

1. Emotional Intelligence:

- Demonstrates self-awareness and the ability to recognize and manage one's emotions effectively.
- Exhibits empathy and understanding towards others, fostering positive relationships and a supportive work environment.
- Maintains composure under pressure and handles conflicts or challenging situations with tact and emotional maturity.

2. Teamwork and Collaboration:

- Works collaboratively with colleagues, staff, and stakeholders to achieve common goals and foster a sense of unity.
- Actively listens to others, values diverse perspectives, and encourages open dialogue.
- Builds effective teams, delegates tasks appropriately, and promotes a culture of mutual respect and cooperation.

3. Flexibility and Adaptability:

- Demonstrates openness and flexibility in embracing change (or different ideas) and adjusting to new circumstances or initiatives.
- Adapts quickly to evolving situations and demonstrates a willingness to learn and grow from challenges.
- Encourages innovation and supports creative problem-solving approaches.

4. Problem-Solving Skills:

- Analyzes complex issues, identifies root causes, and generates creative solutions.
- Applies critical thinking and sound judgment to make informed decisions.
- Seeks input from relevant stakeholders and considers multiple perspectives before arriving at conclusions.

5. Ability to Accept and Provide Constructive Feedback:

- Receives feedback with an open mind, demonstrating a growth mindset and a willingness to improve.
- Provides constructive feedback to others in a respectful and supportive manner, focusing on professional growth and development.
- Actively seeks feedback from colleagues and stakeholders to enhance performance

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and effectiveness.

6. Effective Communication:

- Communicates clearly, confidently, and respectfully with diverse audiences, including staff, parents, students, and community members.
- Listens attentively, asks thoughtful questions, and seeks to understand others' viewpoints.
- Uses appropriate verbal and written communication skills to convey complex ideas and information effectively.

7. Disagreeing Appropriately:

- Engages in constructive dialogue and debates while maintaining respect and professionalism.
- Expresses dissenting opinions or disagreements tactfully, considering the impact on relationships and the broader goals.
- Demonstrates the ability to find common ground and work towards consensus when faced with differing perspectives.

8. Relationship Building:

- Builds and maintains positive and trusting relationships with staff, parents, students, and community members.
- Demonstrates approachability, active listening, and the ability to connect with individuals from diverse backgrounds.
- Cultivates a sense of community, fosters collaboration, and promotes a welcoming and inclusive environment.

9. Resilience and Persistence:

- Exhibits determination and resilience in the face of challenges and setbacks.
- Maintains a positive attitude, motivates others, and leads by example during difficult times.
- Demonstrates perseverance in pursuing long-term goals and continuous improvement.

10. Ethical and Professional Conduct:

- Demonstrates high ethical standards and acts with integrity in all professional interactions.
- Maintains confidentiality and handles sensitive information with discretion.
- Upholds professional boundaries and adheres to relevant laws, regulations, and ethical guidelines.

Work Hours:

Typically Monday through Friday 8:00 AM - 4:00 PM with a weekly meeting until 4:30 PM.

Compensation:

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Salary: \$100,000-\$120,000
Status: Full-Time, 12-month

Learn More and Apply: Learn more about IDEA via our [webpage](#), [Facebook](#) or [Twitter](#).

To apply: apply on *Indeed* [HERE](#)

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