



INTERNATIONALS NETWORK FOR PUBLIC SCHOOLS

POSITION ANNOUNCEMENT

**Administrator for Instruction and Student Support - International Academy
TC Williams High School, Alexandria, VA**

Job Description:

The Administrators for Instruction and Student Support assist the Principal in the promotion of a positive school climate and the supervision and coordination of the total instructional program.

The Administrators for Instruction and Student Support in the International Academy lead the International Academy staff to create an outstanding learning environment for English learner students based on the core principles of the Internationals Network for Public Schools (INPS) model. The International Academy is located within the T.C. Williams High School and is committed to the following pedagogical approach to educating English learners: Heterogeneity and collaboration, experiential learning, language and content integration, localized autonomy and responsibility, and one learning model for all.

This job reports to Lead Principal for Curriculum and Instruction.

Interested candidates should apply with Alexandria City Public Schools by visiting:

<https://acps.tedk12.com/hire/ViewJob.aspx?JobID=256>

Qualifications:

- *Education:* Master's degree in job related area.
- *Certificates & Licenses:* Valid Virginia Department of Education license required, or eligibility to obtain one, with an endorsement in Administration and Supervision.
- *Experience:*
 - Three years of teaching experience at the secondary level required.
 - Two years of experience as a Secondary School Administrator preferred.
 - Administrative and teaching experience related to working in socio-economically and culturally diverse school settings.
 - Demonstrated expertise in evidence based curriculum design, assessment, and instructional practices.
 - Documented experience in leading secondary educational program development and implementation, including professional development in evidence bases best practices for diverse student populations.
 - Demonstrated leadership and supervisory experience necessary to work effectively with students, teachers, administrators, families, and community members.
- *Other Qualifications as Required for International Academy:*

- Experience teaching immigrant students and a record of working successfully with English learner students.
- Instructional experience with INPS model preferred.
- Willingness to complete INPS leadership training.

Essential Functions:

- Provides all aspects of support to ensure the viability of the instructional program for all students and ensures personalized service delivery.
- Coordinates with School Support Team members (e.g., counselors, social workers) to ensure students are supported and can be successful.
- Supports the implementation of Professional Learning Communities to ensure that students' academic progress is being monitored and supported.
- Ensures that there are no artificial barriers between student support and instructional leadership.
- Collaborates with Central Office to ensure the appropriate levels of support are available to all students.
- Provides appropriate and sustained professional learning to reinforce research-based best practices in curriculum implementation, instruction and assessment as well as differentiation and personalization.
- Collaborates with teachers to monitor the implementation of curriculum.
- Performs other related duties, as assigned, to ensure the efficient and effective functioning of the work unit.

Other Essential Functions as Required for International Academy:

- Assumes leadership in all facets of the International Academy and for implementing the INPS model of instruction.
- Ensures curriculum implementation based upon the INPS approaches to learning.
- Leads professional development of network staff.
- Recruits, hires and evaluates teachers and staff in the International Academy.
- Creates student and teacher schedules that support the INPS model.
- Engages in continuous improvement and data-driven decision-making.
- Works collaboratively to maintain a positive and productive relationship with school and INPS leadership.
- Effectively communicates with staff, parents, students and community members.

Calendar:

This is a 12 month, 240 day position.

<i>Primary Location</i>	TC Williams High School
<i>Salary Range</i>	\$78,912 - \$122,719 / Per Year
<i>Shift Type</i>	Full-Time