Principal Job Description
Esperanza Academy is a tuition-free, all-girls independent school that believes in our community’s cultural wealth, restorative justice, and academic excellence. We strive to disrupt the cycle of poverty while maximizing the potential of each student through a reimagined urban education. We are a middle school that makes a 12-year commitment to our students and families, through middle school, high school, college. Through our holistic approach, we foster a warm, collaborative school community, and prioritize the growth of the whole child.

The Opportunity:
● Create and affirm a positive culture of self-identity for our students
● Partner closely with families and the Student Life Team to help each student achieve her potential
● Plan, manage and carry out school events, including special programs, field trips, community service, family events, and student performances
● Lead and manage a collaborative community of faculty
● Manage and facilitate the intellectual and leadership growth of the faculty
● Manage and oversee the logistics and personnel of multiple operational departments, including Building and Grounds, Dining, and the Front Office
● Respond quickly and effectively to a wide variety of unanticipated situations (student, faculty, logistical) inherent in daily school life
● Collaborate with outside partners for enrichment programming
● Build a positive relationship with parents and families providing them educational and emotional enrichment programs while creating a reciprocal value-added relationship
● Develop the academic calendar, master schedule, and teaching assignments
● Establish procedures for evaluating the effectiveness of educational programs, faculty instruction, and individual student learning
● Lead the school admissions process
● Serve on administrative leadership team and reports to Head of School

Requirements:
● Excellent communication skills, comprising of both intentional listening and clear written and oral communication
● Fluency in oral and written Spanish highly preferred
● Committed to Restorative Justice practices being a central ethos of a school.
● Proven experience in leading effective teams
● At least 5 years of experience in urban education.
● An understanding of the socio-political context and cultural wealth of our community
● A Growth Mindset, Curiosity, Humility
● Bachelor’s Required; Master’s Preferred, in Education or related field

To Apply: Please submit your cover letter, resume and three professional references to Employment@esperanzaacademy.org.

Non-Discrimination Policy: Esperanza Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs. We strongly encourage applications from women and minority candidates. Esperanza Academy is an Equal Opportunity Employer.