

## **HEAD OF SCHOOL JOB POSTING**

**RCP (Richmond College Prep Schools) is seeking to propel itself to the next stage of its development.**

**THE JOB REQUIREMENT FOR THE APPLICANT is to be an entrepreneurial, creative, problem solver w/ an interest in the development of low income urban youth. The specific goal of this development is to achieve an 80% grade level performance on state approved tests in reading and math and to develop critical thinking skills. It is also RCP's goal for its students to have high moral, social and ethical standards in order to actively participate in the life of their respective communities.**

**The Richmond College Prep School (RCP) was founded in 2004 with the goal impacting the "Iron Triangle" neighborhood of Richmond through education by providing preschool and elementary school academic education, resulting in significant academic achievement, cultural enrichment, and strong moral character for students. The original enrollment was fifteen 4-year-old students in the preschool.**

**The 2023 enrollment is 601 students which includes; preschool, pre-kindergarten, K through 8<sup>th</sup> grade.**

**The neighborhood in 2004 was composed of families of color with high rates of crime and a lack of services. Students significantly underperformed on state tests.**

**Since 2010, RCP has been the highest academic performing school in the city of Richmond. Every class sets English Language Arts (ELA) and math goals, and every student sets individual goals connected to assessments. RCP provides progress monitoring for all students and interventions for students who need extra support, including Saturday School. The school uses a Reader's Workshop model, and all teachers**

**prioritize literacy during daily instruction in all subjects, including ELA, writing, math, science, and social studies.**

#### **Culture:**

**In 2016, RCP was named by California Department of Education a “Title 1 Academic Achievement Award School.” In addition it was recognized on the California Honor Roll as a high performing school, distinguished for academic achievement and closing academic gaps.**

**In partnership with the City of Richmond and West Contra Costa Unified School District Food Services Department, RCP has offered a six-week summer program, which included soccer and tennis lessons, as well as breakfast and lunch.**

**Richmond College Prep (RCP) provides social-emotional support for its students. Teachers implement “The Toolbox Project” and “Mindful Life,” teaching students strategies to deal with conflicts and emotions. RCP has a counselor on staff and offers many parent engagement opportunities along with two community garden work days.**

**RCP parents are encouraged, invited, and trained as necessary to support in the classroom and to chaperone on field trips. RCP communicates with parents via email, text, phone, meetings and small groups. For example, RCP holds a weekly Parent Coffee Club with an average attendance of 20 participants. They feature guest presenters, workshops, classes, and training on subjects such as family literacy projects, CPR, computer literacy, and more. RCP has two Family Nights.**

**Three school festivals feature community resource signup tables and a Scholastic Book Fair. RCP also holds a monthly School Site Council (SSC) and English Learner Advisory Committee (ELAC) meetings.**

#### **AFTER SCHOOL PROGRAMS**

- Music Production**
- Game Design**
- Modern Dance**

- Dungeons & Dragons (think outside the box/math)
- Astronomy (Science)
- Graphic Novel
- Arts & Crafts
- Graphic Design
- Tufting/Rug Making Class
- Sewing Class
- Organized Sports

### **JOB DESCRIPTION**

The Head of School reports to the Board of Trustees and is the executive authority over Richmond College Prep Schools.

#### **Serves as Primary Steward of School Mission and Culture and Is a Visionary Leader to the Internal and External Communities**

- Embodies and manifests the mission of the School
- Articulates the vision for the School and its future
- Monitors and addresses all matters of school climate and culture
- Ensures that the School's diversity initiatives are implemented
- Represents the School to all of its constituents including faculty, staff, students, parents, alumni, neighborhood representatives and the business community
- Represents the School in its relations with state and federal agencies and with local, state, regional, and national educational organizations and accrediting agencies
- Ensures the completion of an annual parent survey and fosters a culture of continuous improvement at the School

#### **Hires and Manages Department Head Employees**

- Recruits, hires, supervises and evaluates the School's department heads
- Prepares realistic and clear job descriptions for administrators and faculty

- Interviews teacher candidates applying for jobs at RCP
- Holds regular meetings and retreats of the faculty and staff for planning, training and development
- Establishes, with assistance from administrators and department heads, procedures for faculty and staff
- Manages the often competing demands of the various constituencies of the School

- **Supervises All Facets of School Operations, including:**

- Hiring, supervising and evaluating personnel
- Schedule regular staff meetings
- Analyze student achievement data; develop plans for improvement
- Prepares budget for approval by the board
- Reviews and approves all expenditures under \$10,000
- Reviews and approves curriculum
- Develop and approve activities that support curriculum
- Site management, including maintenance, construction and repairs
- Enrollment and attendance
- Facilitate communication and financial operations with EDTEC

**Maintains Relationship with Board of Trustees**

- Is an active ex officio member of the school's Board of Trustees
- Is a representative of the board in its relations with the faculty, staff, students and patrons of the corporation  
Works with EDTEC to provide an annual budget to the Board for approval
- Works with the Board of Trustees, its chair, and its committees in carrying out established school policies; reviews those policies and makes recommendations for changes; attends trustee meetings, prepares reports,

**maintains board records, and keeps trustees updated on major aspects of the School's operation.**

**Works with Trustees on Strategic Planning**

- **Works with the Board of Trustees to develop a strategic plan for the School**
- **Ensures that action plans associated with the Strategic Plan are implemented at the School**
- **Outreach to external agencies, maintaining a professional relationships**

**Provides Discipline and Authority**

- **Dismisses students for cause**
- **Acts as authority in all social, academic, and disciplinary matters as they affect the faculty, academic staff, parents and student**

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