



UTOPIAN

ACADEMY FOR THE ARTS

CHARTER SCHOOL NETWORK

TALENT & RECRUITMENT DEPARTMENT

www.utopianacademyforthearts.com

talent@utopianacademy.com

JOB TITLE: Assistant Executive Director (New Network Role!)

Desired Start Date: Q2, 2023

About Utopian Academy for the Arts:

Utopian Academy for the Arts is a free, high-performing, and growing public charter school network that serves elementary, middle, and high school students across metro Atlanta. Utopian's theory of change is outlined in their mission statement: Through a structured and supportive environment, the Utopian Academy for the Arts will develop academic and artistic students to enter and to succeed in the global society, with proficiency to enroll in a college, university or specialty school of their choice. Since 2013, our educational model has leveraged the positive effects of arts education to engage and inspire students, develop their academic and artistic potential, and prepare them to be leaders in their communities.

About the Assistant Executive Director

To build more high performing schools, we need senior instructional leaders to commit themselves to the most urgent and exciting work of our time. The Assistant Executive Director at Utopian Academy for the Arts Charter School Network will serve as a vitally important leader in our organization and help drive the success of our schools and principals. They will oversee instructional and academic programs for groups of schools within the Utopian Academy for the Arts Charter School Network and are accountable for developing principals and the student success and achievement within their schools.

As an Assistant Executive Director at Utopian Academy for the Arts, you will oversee instruction and manage and support a group of Principals. The Assistant Executive Director is a full-time employee, hired, supported, and evaluated by the Executive Director. Responsibilities will include the following:

Management of Academic Program:

- Using data and daily observations, partner with Principals to constantly evaluate and improve instruction, teacher training, curriculum implementation, assessments, and other aspects of schools' academic programs and culture.
- Partner with Principals to build a positive culture with staff, students, and families.
- Support Principals to plan and implement summer and school-year training and professional development for teachers.
- Support Principals to oversee hiring of teachers and other school staff.

Management and Development of Principals and Instructional Leaders:

- Provide frequent, informal feedback to Principals and conduct an annual formal evaluation.



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- Plan and implement training for Principal Fellows and all network instructional leaders.
- Recruit for and participate in Principal and instructional interview process.
- Support, develop, and execute Principal professional development across academy campuses.
- Build personal and professional network to cultivate future instructional and leadership talent at Utopian.

Management of Regional and Organization-wide Instruction:

- Build a universal culture for schools through Principal meetings and communications.
- Ensure assessments, reports, and other data needs are managed and implemented by instructional leaders and school-based operations staff.
- Research and identify best practices from internal network and other national organizations and help disseminate those practices effectively to others.

Qualifications

Experience as a school principal in a high-performing urban public school is required. A Bachelor's degree is required, and a graduate degree in education, public policy, or related field is strongly preferred.

Track record of leading students and staff to outstanding results. An adept problem-solver with a demonstrated ability to think critically, plan strategically, as well as research and perform detailed data analysis. Skilled in written and oral communication to diverse audiences and facilitating decision-making among multiple parties. Proactive and fast learner who thrives in a fast-paced environment. Ability to provide high leverage feedback via classroom observations and school walk-throughs. Grit, personal responsibility, and a commitment to continual professional growth. Strong organizational skills, careful attention to detail and follow-through.

HOW TO APPLY

Application and materials should be submitted electronically to talent@utopianacademy.com

“Assistant Executive Director” should be labeled in the Subject Line of your message.

Applications will be reviewed on a rolling basis.

- Completed Application for Employment including:
- Cover letter / letter of interest defining your strengths in your subject matter, including your experience with supporting a charter school, or arts integrated school. Please cite specific and measurable examples from your practice that make you a fit for our **Assistant Executive Director** position
- Resume