

TESFA INTERNATIONAL SCHOOL

SCHOOL DIRECTOR JOB DESCRIPTION

About Tesfa International School: Tesfa International School is designed to close the achievement gap between low-income students and their middle-class and affluent peers through establishing a high standards K-6 charter school. Tesfa opened its doors in the fall of 2015 and currently serves 130 students in grades K-6. Currently located in St. Paul, Tesfa International School will move to Columbia Heights, MN, in July of 2017. Tesfa’s academic program and school culture systems are modeled after the highly successful ones in place at Global Academy, a successful charter school also located in Columbia Heights, Minnesota. Tesfa International School is seeking a dynamic leader who is able to fulfill the mission of creating an exemplary elementary school focused on the International Baccalaureate Primary Years Programme.

Mission: Tesfa International School is committed to providing an equitable and empowering education for all. Our scholars will engage in a transdisciplinary curriculum supported by conceptual and inquiry based learning. Side-by-side with dedicated educators, scholars will develop the knowledge, skills, and characteristics necessary for active citizenship throughout the world.

Vision: Our students will be prepared for a successful transition to the most rigorous and challenging middle school programs. Through their experience at Tesfa, students will be held to the highest of standards both academically and socially, to prepare the students for college and careers, as well as with the leadership skills required of active and productive citizens in the 21st century. Through access and equity, students will follow a pathway to success for themselves and their communities.

Job Description

- Articulate the mission and vision of Tesfa International School to the staff, school community, and greater community
- Develop and enhance the school’s International Baccalaureate Primary Years Programme
- Create and maintain a school atmosphere that is flexible, collaborative, innovative, respectful and supportive of efforts to improve achievement for all children
- Collaborate with the board to set high goals for student achievement and be accountable for those goals
- Provide oversight of the curricular program so that it meets board, local, state and federal standards
- Implement meaningful staff development to further the goals of the school
- Model professional and ethical behavior
- Create and maintain a system of school wide positive behavior support for students
- Manage building operations
- Oversee financing, budgeting and grant writing
- Oversee marketing efforts of the school
- Hire and retain high quality staff for the school

	<ul style="list-style-type: none"> • Oversee the human resources needs of the school • Observe, coach and evaluate staff • Oversee the day-to-day operations of the school • Implement board approved school policies • Ensure compliance with all pertinent local, state, and federal law • Other duties as assigned by the board • Report to the Tesfa International School Board of Directors
Required Experience Prerequisites	<ul style="list-style-type: none"> • Master's Degree or higher • 5+ years of teaching experience (elementary preferred) • Minnesota Administrative License • 3+ years of school administrative experience • Familiarity and knowledge of charter school operations • Experience with the International Baccalaureate Programme • Experience hiring, supervising, coaching and evaluating staff • Knowledge of Minnesota school law • Experience achieving ambitious outcomes as a classroom teacher • Financial experience • Experience in student recruitment
Preferred Experience	<ul style="list-style-type: none"> • Strong instructional background • Successful experience as an elementary teacher • Deep knowledge of effective teaching practices • Experience working with diverse populations (i.e. English language learners, students with special needs, urban populations) • Experiences in planning and/or leading professional development • Strong coaching and training skills to allow others to develop • Strong attention to detail and ability to execute multiple project tasks simultaneously while ensuring all deadlines are met • Ability to think critically, problem solve and support the school team • Bi-lingual • Proficiency in technology
Physical Job Requirements	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.</p>
Benefits and Salary	<p>Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.</p>
To Apply	<p>If you would like to apply, please submit a cover letter and resume with references to Helen Fisk at helen.fisk@tesfainternationalschool.org. Tesfa International School will accept applications until April 7, 2017. Acceptable candidates will be notified by April 15 regarding interviews. The Director position will start in July 1, 2017.</p>

As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability