



The Nurses Middle College Charter High School - Capital Region

JOB TITLE: Founding Head of School

The year 2020 was dedicated to the work of nurses. In that year, nurses took charge in supporting our students, families, and communities impacted by the pandemic. With a dedication to an inclusive community, quality health care and education, we're proud to launch Nurses Middle College - Capital Region and begin the search for the founding Head of School. NursesMC - CR is committed to creating equitable pathways for all students in their quest to become nurses and healthcare professionals. The school will open in the fall of 2022.

The growing demand for nurses and health care providers in all communities and across the nation is immense. According to the Bureau of Labor statistics, employment in healthcare occupations is projected to grow 15 percent from 2019 to 2029, much faster than the average for all occupations.

The NursesMC-CR offers an opportunity for high school students to be immersed in a rigorous college prep high school curriculum infused with the principles of nursing/healthcare, college courses, authentic workforce experiences with earned credentials, and mentoring by professional leaders in the community.

NursesMC-CR is based on the highly-successful Rhode Island Nurses Institute Middle College Charter High School in Providence, RI which is currently celebrating its 10th year of educating nurses statewide.

Founded in principles of diversity, equity and educational excellence, NursesMC-CR will meet the demand for a growing workforce and create:

- A rigorous learning pathway that focuses on all students, families, and communities
- A dedicated pipeline from high school to college to career for New York's statewide healthcare sector
- A transformative foundation of learning through the lens of health
- A quest to eliminate health disparity and achieve health equity through a diverse nursing workforce

Recruiting a skillful, experienced, and talented school leader and onboarding this individual to implement the Nurses Middle College playbook with fidelity is the most important driver of the school's success. The Head of School will be hired in early January 2022 to begin a three-year fellowship. This fellowship will fully immerse the leader in the Nurses Middle College mission, school model, culture, curriculum, and nursing profession. Year-one will include extensive practice-based training at our flagship campus in Providence, RI, with ongoing leadership coaching and professional development in years two and three. Serious candidates must commit to this travel and extended time spent at the flagship school in RI, especially in year one from Jan-May, 2022.

REPORTS TO: NursesMC – CR Board of Directors

DUTIES AND RESPONSIBILITIES:

School Leadership

- Responsible for school-based goals and objectives consistent with the vision, mission, and values of the Nurses Middle College pillars of nursing (Professionalism, Character, Compassion & Empathy, Scholarship).
- Leads the school leadership team and guides the leaders of the instructional, operations, student support, and nursing teams.
- Promotes and sustains focus on the school's mission and clear vision for the improvement of learning and teaching.
- Maintains active involvement in the school improvement team process by providing resources for decision-making and priority setting.
- Models practices associated with a healthy school culture aligned with the vision, mission, and values of the school.
- Creates a culture of excellence, teamwork, and collaboration amongst the staff, teachers, students, and families.
- Fosters a school climate that supports both student and staff success and promotes respect and appreciation for all students, staff, and parents.
- Promotes and maintains expectations for growth mindset within the school community.
- Oversees all programs, services, and activities to ensure that program objectives are met.
- Keeps realistic and appropriate commitments made to students and ensures that others do the same.
- Oversees the care, control, and management of school facilities and equipment.

Instructional Leadership

- Guides the Director of Teaching and Learning, the Director of Culture and Community, Director of Special Education and Director of Nursing to support teachers in developing student-centered classroom structures that ensure a focus on learning and student success, aligned with the mission and vision of the school.
- Guides the school directors as they develop and implement student academic supports and interventions through the grade-level teams and MTSS process.
- Ensures consistent and effective implementation of high-impact instructional practices, curriculum, and assessments to ensure that all students are learning and that there are no gaps in student achievement among subgroups.
- Creates a culture of data-driven and student-centered instruction.
- Directs ongoing progress monitoring of school academic, organizational, and mission driven goals and develops interventions to ensure that goals are met if not exceeded.
- Ensures ongoing design and implementation of staff professional development.
- Uses data to accurately assess areas for improvement and teaches others to do the same.
- Coaches school directors and insists on reliability and validity in evaluation of staff.

School Cultural Leadership

- Fosters and ensures a “culture of learning” anchored in opportunities for all school staff and students to experience self-actualization, achievement, teamwork, affiliation, and growth in alignment with the NursesMC Pillars of Nursing and mission of the school.
- Ensures that all members of the school community are engaged and valued.
- Creates an inclusive environment that respects the culture and community of the students and families being served.
- Expects and promotes a culture of equity education and growth mindset for all.
- Creates and sustains an environment in which people from diverse backgrounds and perspectives can succeed.
- Plans and implements activities and systems that communicate NursesMC Pillars and are aligned with the mission of the school.
- Ensures the consistent development and implementation of varied forms of communication between the school and community to foster a transparent, informative, and engaged NursesMC-CR Community.

Systems and Operations Leadership

- Recruits, hires, manages, and develops the school’s leadership, instructional team, operational, and support staff, ensuring diversity and alignment to the school’s mission/vision.
- Builds a culture of high expectations, rigor, accountability, relentless self-improvement, and adaptive leadership among the entire school.
- Recruits and hires mission-aligned, qualified instructional and operational staff.
- Manages the staff performance review process.
- Addresses staff concerns urgently and with mission-aligned, student-focused responses.
- Ensures that all SUNY CSI reporting data, including state-required reports are completed accurately and on time.

Interpersonal Leadership

- Takes responsibility for behavior, mistakes, and results, learns from successes and failures, and teaches others to do the same.
- Conveys decisions in a timely manner to relevant stakeholders and takes follow-up actions to support decisions.
- Manages time and resources effectively, prioritizing efforts according to organizational goals.
- Consistently demonstrates respect and appreciation for others by empathizing, valuing their time and contributions, being available and responsive to their needs.
- Listens attentively. Seeks to understand others’ points of view and confirms understanding.
- Anticipates reactions and addresses concerns of others to help persuade them to move toward a goal.
- Understands how others perceive their actions, comments, and tone.
- Balances personal strengths and weaknesses with the strengths and weaknesses of others.

- Seeks constructive feedback and other opportunities for self-development.
- Attends to all other duties as assigned with passion and a sense of responsibility.

Fiscal

- Develops and proposes a school level budget to board.
- Ensures strict adherence to school budget spending and informs board of potential unforeseen discrepancies/

Other

- Communicates essential information, including legal, media, safety, personnel, etc. to NursesMC - CR Board of Directors and NursesMC (CMO) as appropriate.
- Attends all Authorizer meetings and keeps abreast of all new laws, regulations, trends, and practices.
- Ensures accurate data on internal and formative metrics as well as external accountability and outcome metrics for the school.
- Ensures the appropriate branding of the school aligned with mission and vision, in all internal and external communications.
- Ensures professional and productive partnerships are maintained with higher education, health care practice partners, parents, stakeholders.
- Attends and prepares reports for Board meetings.
- Remains current regarding changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field to ensure quality leadership.
- Ensures that school is successful at each charter renewal and receives the full charter renewal term allowed by statute.
- Fosters creative and new partnerships, programs, and opportunities for students aligned with the mission and vision of the school.

Minimum Qualifications

- Master's degree from an accredited college or university with an emphasis in educational administration/leadership.
- Minimum of five (5) years teaching experience
- Experience in an educational leadership position, such as may have been gained through academic coaching, or as a certified administrator.
- Strong knowledge of curriculum, instruction, organizational patterns, school operations, and student services
- Demonstrated competence in staff recruitment, training, supervision and evaluation
- Demonstrated problem-solving skills and demonstrated ability to act effectively under stress

- Ability to motivate, encourage, and work with staff to ensure outstanding performance as well as good morale
- Excellent oral and written communication and interpersonal skills

Desired Qualifications*

- NY Certified as a Building Level Administrator
- Multilingual

** These qualifications are desirable, but not disqualifying. Interested applicants without them are strongly encouraged to apply.*

Compensation and Benefits

This is a full-time position. NursesMC will offer a competitive salary and benefits package commensurate with experience.

Diverse Candidates

We believe that diverse communities must be centered in our work. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

NursesMC-CR is an Equal Opportunity Employer. NursesMC-CR does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other applicable legally protected characteristics.

To apply, please email cover letter and resume to info@nursesmc-cr.org