



## Assistant Principal, Instructional Support

Grades: Kindergarten - Eighth

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### Organization Description

At RISE Charter School [RISE], our mission is clear: to empower all of our scholars to thrive academically, strengthen their community, and discover their voice.

We prepare every scholar to thrive in any high school environment and launch onto a path toward college, career, military service, and meaningful citizenship.

### Opportunity Summary

We are seeking an **Assistant Principal of Instructional Support** to lead and align the systems that ensure every scholar at RISE receives the academic, behavioral, and social-emotional support needed to thrive. This leader owns the systems that ensure scholars are present, supported, and connected. They will lead attendance, MTSS, family partnership, and scholar experience with urgency and excellence so instructional leaders can stay relentlessly focused on teacher development and academic achievement.

Working in close partnership with the Principal and other Assistant Principals, this role is critical to building a **unified school culture** while raising the bar for instructional quality and student support. The ideal candidate brings strong **instructional expertise, systems thinking, and people leadership**—ensuring that every program, intervention, and support structure accelerates, rather than distracts from, excellent teaching and learning.

### Leadership & Responsibility

#### 1. Lead and Manage a Robust and Talented Team

- Serve as a core instructional leader, ensuring all support programs are aligned to and reinforce high-quality Tier 1 instruction
- Design and oversee school-wide data systems and progress monitoring to ensure timely, effective responses to scholar needs
- Hire, supervise and develop leaders and staff across support areas, including Exceptional Children, English Language Learners, behavior (Dean of Students), guidance (counseling, social work, high school access), and testing coordination
- Ensure compliance and excellence in all specialized programs while maintaining a clear focus on scholar outcomes
- Manage and execute state and internal assessment (testing) programs with strong organization
- Design and oversee beginning teacher development to ensure strong onboarding, coaching, and retention of new staff
- Plan and lead summer programming to accelerate learning and support key student transitions
- Use data and feedback to continuously evaluate and improve the effectiveness of all support systems

- Build strong relationships with staff and families, ensuring clear communication, trust, and shared accountability for student success

## **2. Own Schoolwide Attendance**

- Lead the school's attendance strategy to ensure **95%+ average daily attendance**.
- Monitor daily attendance data, identify attendance concerns quickly, and drive urgent intervention.
- Build and maintain strong systems for attendance tracking, follow-up, and family communication.
- Partner with families to remove barriers to attendance and improve scholar consistency.
- Ensure attendance systems are tight, proactive, and fully aligned to the school's attendance playbook.

## **3. Lead MTSS and Scholar Intervention**

- Own the school's MTSS systems to ensure scholars receive timely, targeted, and effective support.
- Establish clear intervention entry and exit criteria based on scholar performance and need.
- Build and manage a clear, reliable data system to track scholar progress and intervention needs.
- Assign scholars and staff to intervention groups based on data and school priorities.
- Regularly monitor scholar progress and adjust intervention groups, supports, and plans as needed.

## **4. Drive High-Quality Intervention Execution**

- Train teachers and staff to implement intervention programs with fidelity and urgency.
- Coach and support intervention blocks to ensure they are aligned to the school's academic vision and expectations.
- Monitor intervention quality through observations, data reviews, and follow-up coaching.
- Ensure intervention time is structured, purposeful, and relentlessly focused on scholar growth.

## **5. Serve as the Lead Family Point of Contact**

- Serve as the school's primary day-to-day point of contact for families.
- Build strong family trust through proactive communication, responsiveness, and follow-through.
- Lead family communication related to attendance, scholar support, intervention, and schoolwide priorities.
- Partner with families to address concerns quickly and effectively while strengthening home-school alignment.

## **6. Lead Family Engagement and Scholar Experience**

- Plan and execute **4+ high-quality family engagement events annually**.
- Lead the planning and execution of scholar incentive events, celebrations, field trips, and special events.
- Ensure all scholar and family-facing events are joyful, well-run, and operationally excellent.
- Create experiences that strengthen scholar culture, family partnership, and community investment in the school.

## 7. Execute Schoolwide Priorities with Excellence

- Lead airtight planning and execution for key schoolwide priorities, including attendance systems, MTSS systems, events, and testing logistics.
- Build systems that are organized, efficient, and sustainable.
- Anticipate challenges, solve problems quickly, and ensure strong follow-through.
- Operate with a high bar for detail, urgency, and execution.

## 8. Use Data to Drive Results

- Use attendance, academic, and intervention data to identify trends, drive decisions, and prioritize action. Using data, set one's own goals with little, if any, micro-management from other leaders.
- Maintain strong trackers and systems that support accountability and execution.
- Regularly communicate progress, challenges, and next steps to school leadership.
- Drive toward measurable outcomes with urgency and consistency.

## What You'll Bring to the Team

- Unwavering belief that all scholars can achieve at high levels—and the drive to make it happen
- Proven instructional expertise in literacy and math, including the ability to guide curriculum, pacing, and rigorous instruction
- Demonstrated success developing adults through coaching, feedback, and accountability tied to student outcomes
- Strong data fluency, using assessments to drive decisions, close gaps, and accelerate learning
- Leadership and execution skills: able to own priorities, manage initiatives, and follow through
- Emotional intelligence and professionalism to lead with both empathy and accountability and build a strong staff culture

## Qualifications

- Leads with inquiry, experimentation, and continuous improvement; treats the school as a living system to be studied and evolved
  - Demonstrates intellectual curiosity and actively seeks new ideas, research, and practices
  - Operates with a rapid learning cycle (test → reflect → refine → scale)
  - Comfortable with ambiguity, iteration, and unfinished work
  - Uses failure as data, not judgment
- Cultivates a culture of trust, experimentation, and shared accountability for innovation.
  - Builds environments where staff feel safe to take risks and share ideas
  - Facilitates productive conflict and learning conversations
  - Moves teams from compliance → collective ownership
- Models reflective practice and develops the leadership capacity of others
  - Engages in ongoing self-reflection and growth
  - Coaches teachers and leaders toward adaptive expertise
  - Models the learning stance expected of others
- Advanced in their use of spreadsheets/Google Sheets
- At least 5 years of successful classroom experience with a track record of student achievement

- School leadership experience (e.g., coach, dean, AP, or equivalent)
- Master's Degree required
- North Carolina Administrator License (required or ability to obtain quickly)

### **Preferred**

- Experience hiring, managing, and evaluating staff
- Bilingual English/Spanish

### **Non-Discrimination Statement**

RISE Schools, Inc. does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.