

## Institute Director

### SUMMARY

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Our purpose at Citizens of the World Charter Schools (CWC) is to realize human potential by strengthening the bonds among us and developing true citizens of the world. In this work, we are guided by our core values of Excellence, Authenticity, Diversity, Community and Change, and our operating norms that reflect a commitment to personal and professional growth, including operating as learners, with curiosity, integrity and humility.

The mission of Citizens of the World Charter Schools is to impact and expand the conversation about what an excellent education contains, requires and accomplishes. Citizens of the World schools challenge students to realize their full potential and thrive in a diverse society. We are public schools open to all, committed to serving diverse communities throughout the U.S. with schools currently in Los Angeles and Kansas City. We develop sophisticated thinkers who master content and have a courageous and compassionate sense of responsibility for themselves and others. Our schools are in strong demand. Our classrooms are challenging – and joyful – learning environments that engage children through fun projects tailored to their personal experiences, strengths and needs. Our teachers take the time to get to know each child as an individual. We empower children to think critically *and* learn to engage respectfully and productively with fellow students by developing their capacity to enter into and understand the lives of others. Our goal is for student “success” to include mastery of both content and emotions, so that students can meaningfully connect with each other, be part of any community, and courageously decide who they are in the world and how they want the world to be.

The Institute Director will be responsible for creating and maintaining an innovative learning environment, which challenges and motivates diverse school leaders to achieve academic excellence, develop as people, embrace the rich diversity of the school community, and positively impact the communities in which they work and live. S/he will have a commitment to the graduate dispositions and learning model of our schools and organization, which includes a constructivist approach, a commitment to social and emotional development and a belief that we are better and stronger because of our differences. At the end of the program, each participant will demonstrate a deep understanding and fluency in the CWC learning model, including the graduate dispositions, the three strands (Academics, Social Emotional Development, and Difference and Inclusion), and core values. They will also demonstrate a high level of proficiency in the foundations of leading a school, including aspects of leading within a diverse community.

Citizens of the World Charter Schools believes that the CWC Graduation Disposition Framework represents a set of habits and competencies that are critical for both students and adults to possess in order to thrive and meaningfully contribute in the future. The institute extends its comprehensive Graduate Disposition Framework to adult educators and is designed to support leaders in the development and growth of the graduate dispositions. The institute will take key elements of the CWC Learning Model and translate these into a participant-centered, hands-on experience.

This is a full-time position on the Citizens of the World Charter Schools network team and is located in Los Angeles, California. For more information on Citizens of the World Charter Schools, please visit [www.citizensoftheworld.org](http://www.citizensoftheworld.org).

## CANDIDATE PROFILE

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Candidates will be responsible for the following:

### Leadership and Instruction

- Envision, develop, implement, and assess the institute program and participant experience with a focus on the graduate dispositions, the three strands of the CWC learning model and the core values.
- Co-lead the development of a three-pillar approach: professional development, practice, and planning, leveraging a pedagogical approach of Inquiry learning.
- Lead individual coaching sessions with participants.
- Support the creation of training modules that will enable participants to build skills within each of the graduate dispositions within each strand.
- Plan and execute school leader workshops and seminars, develop agendas, identify consultants, prepare readings and briefing papers and ensure follow-up activities.
- Oversee and manage the day-to-day implementation of the institute.

### Culture and Talent

- Define, model and build a transformative institute culture consistent with CWC Schools' purpose, mission, core values and operating norms.
- Recruit and select diverse, mission-aligned, qualified instructional school leaders in alignment with the CWC institute leadership competencies.
- Hire and manage the institute operational and support staff.
- Build a culture of self-reflection, relentless self-improvement and adaptive leadership for all staff and participants.
- Monitor progress of participants with the Institute Leadership Competency Framework.
- Coordinate with institute coaches to ensure alignment between all three pillars of the program and ongoing support.
- Maintain a focus on mission-aligned decision making.
- Ensure on-going review and evaluation of the program design and implementation.
- Create and execute strategies to promote the institute and its programs. Represent the institute at networking and industry or academic events and conferences, and communicate regularly with stakeholders.

### Community

- Establish and maintain strong relationships with CWC staff, regional teams, partners and community members.
- Ensure that all members of the CWC community are engaged and valued.
- Communicate the Institute's vision and goals in a way that ensures understanding and commitment from a racially, culturally, and socioeconomically diverse community of parents, students, faculty, staff, and board members.
- Oversee the development and implementation of varied forms of communication with a range of stakeholders.

### Operations and Finance

- Manage the operations of the Institute including budget development and administration, and the day-to-day operations.
- Manage and support Institute operations staff.
- Work with the Executive Director of Learning and Innovation to draft and monitor the budget and ensure financial and business activities comply with the organization's fiscal policies.
- Perform other duties and assist with projects as assigned.

## QUALIFICATIONS & TRAITS

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Candidates must have:

- A clear record of elevating student achievement in an academically high-achieving classroom for at least two years, with a strong understanding of Inquiry-focused pedagogy that drives results or of exceptional leadership working with young people in diverse communities.
- A bachelor's degree from an accredited, four-year university; Master's degree or PhD in education preferred by not required.
- At least two (2) years of teaching experience, with demonstrated student results.
- Experience working in a mixed socio-economic school (SES) preferred.

The Institute Director must:

- Be aligned with the philosophy and mission of the organization.
- Have an entrepreneurial spirit and be capable of managing many complex tasks with competing priorities.
- Possess strong leadership, team management and community building skills.
- Possess strong coaching skills.
- Possess strong interpersonal and communication skills.
- Be organized and self-managed, and be able to handle many responsibilities simultaneously.
- Have excellent problem-solving skills.
- Be committed to building a community of collaboration with a diverse group of stakeholders.
- Be a self-aware leader who knows how to treat all members of the school's community with respect, appraises accurately his or her strengths and weaknesses, and is perceptive about how he or she is regarded.
- Be dependable and have excellent follow-through.
- Maintain strong personal commitment to ongoing learning and growth.
- Be an effective and persuasive communicator, orally and in writing.

## COMPENSATION & BENEFITS

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CWC offers competitive salaries commensurate with experience and a comprehensive benefits package. CWCS is an Equal Opportunity Employer. As an organization that values diversity and aims to serve a diverse group of students, we work to reflect this diversity in our staff as well.

## STAFF & REPORTING RELATIONSHIP

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The Institute Director shall formally report to the Executive Director of Learning and Innovation. S/he will work closely with other stakeholders, including CWCS network staff, CWC Kansas City schools, and CWC Los Angeles schools.

## CONTACT

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Please email a cover letter and resume to [institute@cwcschools.org](mailto:institute@cwcschools.org) with the email subject line title: "CWCS Institute Director Application".