



Dr. Richard Izquierdo Health & Science Charter School

Head of School

Bronx, NY



Our Mission

Dr. Richard Izquierdo Health & Science Charter School (Dr. Izquierdo Charter School) provides our Scholars with a nurturing and challenging educational experience to develop their abilities and address the health and economic disparities in our community. Upon graduation, our Scholars will be prepared for the highest levels of college achievement, gainful employment as certified health care professionals, and a commitment to serve others as they pursue rewarding lives and respected careers for themselves.

School Overview

Founded in September of 2010, Dr. Izquierdo Charter School is an academic preparatory school and the first career and technical education charter school. The school was born from the community and imagined by its founder and institutional partner, Urban Health Plan (UHP), as an educational institution that will prepare health and science leaders, professionals, and technicians for service in low-income, minority communities such as the South Bronx. Dr. Izquierdo Charter School utilizes rigorous curriculum, extended academic time, and a range of supports for children and families to prepare 6th-12th grade students to succeed in college and beyond. Dr. Izquierdo Charter School cultivates courage, compassion, integrity, perseverance, and respect in a welcoming community. The Board of Trustees reflects the diversity of the school community and members hold a variety of positions in the health and science field, education, business, and law.

Dr. Izquierdo Charter School has 747 students, employs 129 teachers, administrators and staff, and has a budget of \$15 million.

Current Opportunities/Challenges

Due to the committed work of school leadership, Dr. Izquierdo Charter School has considerably increased our students' proficiency and skills. We are currently ranked as the second most successful school in Bronx District 12, and the 15th most successful high school in the Bronx overall. This position is an opportunity to exceed our current level of academic excellence and college readiness, to develop, support, and retain a motivated and well-trained faculty, promote racial and socio-economic diversity at all levels of our school culture, increase our community footprint, and ensure that our financial operations are managed with expertise within an increasingly tight budgeting environment.

As we look forward, of paramount importance to our continued success will be a strong relationship between the School's dedicated Board of Trustees and the Head of School. Over the next charter renewal period, Dr. Izquierdo Charter School will be held accountable to increase learning among all students, in line with our core belief that every child can succeed with the right support and resources. The next Head of School will build on the hard work of the past 13 years to ensure that we meet and exceed that goal, so that every Scholar graduates prepared for the rigor of college and meaningful careers. Specific challenges

include targeted focus to increase outcomes special education students and English Language Learners, whose gains have not kept pace with the full school community. Additionally, given many of the risk-factors and challenges our students face, our next Head of School is tasked with creating additional resources and support to students as they enter middle school so that they quickly acclimate and succeed in an environment with high expectations.

Position Overview

The Head of School serves as the educational, inspirational, and business leader of the Dr. Izquierdo Charter School in the South Bronx, New York City. This dynamic and passionate leader will guide our 6th–12th grade school. Through collaboration with the Board of Trustees, faculty and staff, and institutional partner, the Head of School will be directly responsible for managing and leading efforts to provide students with a rigorous academic preparatory experience and a career and technical education program in the health and sciences, reflective of our school's education and charter, and the school's growth and impact.

The Head of School reports to the Board of Trustees, which is comprised of community leaders, parents, and experts in varied professional fields. The Head of School will directly supervise the middle and high school principals, Directors of Finance, Director of Operations, Director of Development, Director of Human Resources, and Director of Culture and Counseling.

Responsibilities

The Head of School will focus on the following key priorities:

Organizational Leadership

As the Head of School, the successful candidate will be responsible for overall organizational management and leadership. Key responsibilities include:

- Collaborating with the Board of Trustees to create and implement strategic plans that align with the school's mission and goals.
- Developing, managing, and monitoring the school budget to ensure fiscal responsibility and sustainability.
- Ensuring compliance with all local, state, and federal regulations, while maintaining strong working relationships with the Department of Education and Board of Regents.
- Establishing and maintaining clear communication channels with all stakeholders, including staff, students, parents, and the community.

- Evaluating and improving school policies, procedures, and infrastructure to promote efficiency, effectiveness, and a safe learning environment.
- Monitoring and evaluating the school's performance, using data-driven decision-making to drive continuous improvement in student achievement and overall school success.

Institutional Advancement and External Relations

The Head of School will serve as an ambassador for Dr. Izquierdo Charter School, raising its profile to enroll students, attract quality teachers, additional community members, and donors. Responsibilities include:

- Growing new and maintaining existing partnerships with businesses, community organizations, and government agencies.
- Leading and cultivating fundraising efforts; develop new funding sources, and reestablish relationships with past local, national, institutional, and individual funders.
- Collaborating with various community organizations and partners to enhance educational opportunities and resources for students.

Ensure Student Success

The Head of School will be responsible for promoting an inclusive environment that prioritizes the success of all students, particularly those at the highest risk. This includes:

- Advocating for social-emotional learning through evidence-based strategies.
- Overseeing the advancement of the dual language program.
- Collaborating with school principals to develop and apply effective strategies that enhance learning outcomes for students with special needs and those learning English as a second language.
- Supporting the creation of student-centered classrooms that use individualized student data and differentiated instruction to meet every child's needs.
- Utilizing and expanding our Career and Technical Education (CTE) model to ensure all graduates are prepared for meaningful careers.

Faculty Excellence and Commitment

The Head of School will work to build a team of teachers who are committed to the community and reflective of the students we serve. Responsibilities include:

- Leading, educating, and inspiring staff and faculty, while reinforcing our mission.
- Supporting faculty in their continuous efforts to improve the overall academic performance of students, with a focus on narrowing the achievement gap.
- Ensuring faculty prepare students for college entrance, readiness, success, and persistence.

- Providing professional development opportunities to support and retain faculty.
- Promoting the belief that effective teachers must be motivated, well-trained, and empowered to demonstrate both passion and autonomy in the classroom.

Community and Parental Relationships

The Head of School will strengthen community ties and foster positive relationships with families. Responsibilities include:

- Nurturing a strong sense of community among students and their families by building on the school's distinctive culture of persistence and success.
- Fostering an atmosphere of mutual respect, integrity, openness to ideas, and joy of learning within the school community.
- Being a visible, available, and approachable leader for students, parents, and staff.
- Ensuring that the broader school community embraces the school's mission and commitment to a culture of health and health professions.
- Engaging with families as critical partners in the educational process, recognizing their voices and ideas in school planning, and providing regular opportunities for interaction and feedback.

Urban Health Plan Partnership

The Head of School will work to strengthen the connection between Dr. Izquierdo Charter School and UHP, our founding organization. Responsibilities include:

- Deepening the connection between the institutional partner and the school community, including students, parents, and staff.
- Integrating the knowledge and skills of UHP programming and staff into the school culture.
- Leveraging the skills, passion, and experience of UHP leadership to build student excitement and understanding of health careers.
- Expanding joint programming between UHP and Dr. Izquierdo Charter School to create additional experiential learning and community service opportunities for students.

Requisite Mindset, Characteristics, and Qualifications

Requisite Mindset

Success in this role requires dedication to a diverse and inclusive public educational system and a belief in the power of education to transform lives.

- Believing that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding, and humanity

- Understanding that growth is the basis for all learning. The Head of School must be committed to continuous self and organizational improvement, possess self-awareness, be receptive to constructive feedback.
- Believe that the voices of all stakeholders are crucial to a vibrant school community and all stakeholders deserve respect, communication, and involvement.
- Demonstrate a commitment to partnership with Board of Trustees to establish and accomplish annual School objectives as outlined in our Charter and other strategic goals developed with the Board

Personal Characteristics

The next Head of School will demonstrate energy, authenticity, hard work, and an inspiring leadership style. They will possess these personal skills and characteristics:

- Demonstrate compassion for families, students, and colleagues.
- The executive presence and integrity to inspire confidence and passion, consistently demonstrating high expectations for every student and believing that disadvantage need not be a barrier to achievement
- The persistence and entrepreneurial spirit to lead a maturing organization toward realizing ambitious goals while maintaining a strong foundation

Qualifications

Required

- Bachelor's or master's degree in education, business administration, or a related field (or equivalent experience)
- Proven track record of successful leadership in education administration.
- Experience in managing a large and complex organization, including budget, personnel, and operations.
- Knowledge of charter school laws, regulations, and best practices.
- Strong communication and interpersonal skills, with the ability to engage with diverse stakeholders, including board members, staff, students, and parents.

Preferred

- Urban, public, or independent school classroom teaching experience.
- Experience working with predominantly Latino communities.
- Written and spoken Spanish fluency.
- Experience working with a founding Board of Trustees in the Charter sector
- Experience fundraising with foundations, individual donors, and/or corporate partners

Salary

The salary for this position is \$200,000-\$225,000. Dr. Izquierdo Charter School offers competitive benefits, including:

- CIGNA Medical, Vision, Dental
- Flexible Spending Account and Health Reimbursement
- Commuter and Transit Benefit
- Disability and Life insurance
- 403(b) Retirement Plan through Ascensus with 3% employer match
- Comprehensive time off which includes 7 PTO days in addition to paid vacation

This position description is based upon material provided by the Dr. Izquierdo Charter School, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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