



VIRTUAL CHARTER SCHOOL
HAYWARD CENTER FOR INDIVIDUALIZED LEARNING

NOTICE OF VACANCY

Assistant Principal/Dean of Students Position

About HACIL

Hayward Center for individualized learning (HACIL) is a year-round virtual charter school that serves students in Grades PK-12. Wisconsin certified teachers consult with families to develop an individualized education plan incorporating goals to ensure students make satisfactory progress in meeting district benchmarks and standards. Instruction is multi-site based and may include instruction delivered at home, virtual classes, small-group enrichment, community-based programs, traditional classroom instruction within the district, or a combination of programs.

Job Description

We are seeking a candidate to join and grow our school as an Assistant Principal/Dean of Students. In this position, you will be responsible for supporting faculty, family and students instructional and leadership needs. The candidate would work closely with the current administration to ensure HACIL is efficient and effective in implementing the HACIL vision.

Primary Responsibilities

- Responsible for assisting with the yearly evaluation of every staff member under the principal's supervision.
- Provide educational leadership to the faculty and students which will result in educational progress for the students.
- Assist in the facilitation of strategic improvement, and seek to ensure that HACIL's mission, vision and goals are fulfilled in a manner so that all students are prepared to be career and college ready and globally competitive.
- Provide dynamic leadership for positive, creative change when appropriate.
- Assist in the utilization of school facilities.
- Design the school's master schedule. Assigns teachers and students by use of current technology.
- Design the school's master testing schedule. Assigns teachers and students accordingly.

Basic Qualifications

- Master's Degree in Educational Administration preferable, but not currently required.
- Preferably five years successful teaching experience, preferably at the building level the dean will be working.
- Experience with alternative educational models and styles of learning.
- Experience with evaluations of core and support staff.
- Good communication skills.
- Able to work well with fellow district administrators and staff.
- Able to work well with fellow HACIL staff, students, and parents.
- Knowledge of curriculum development and scheduling.
- Knowledge of standardized testing procedures and protocols.
- Technological skills used in virtual environments.

TO APPLY:

Applicants should submit a resumé and references to the HACIL office (located next to Retreat Home Furniture) or email to office@hacil.org No phone calls please.

Attention:

Crystal Hexum, Administrator
15574 Hwy 77 Suite 1, Hayward, WI 54843

Application Deadline:

Applications will be accepted until the position is filled.

"Equal Opportunity/Affirmative Action Employer"