



The Odyssey School of Denver is seeking candidates for an Assistant Director

Dear Candidates,

The quality of a school lies in its culture.... The only way to understand a school culture is to understand what students experience in being part of it. Not just the motivated, mainstream students, but also the students who look or feel different... A school culture of quality connotes a culture of high standards for all students in all domains: standards for academic achievement, arts, physical fitness, critical thinking and creativity, but also standards for kindness, integrity, industriousness, and responsibility.

If this quote, by Ron Berger in *A Culture of Quality*, resonates with you, the Odyssey School of Denver might be just the right school for you to lead and inspire our K-8 community.



The Odyssey School of Denver's mission is to teach students how to learn through a focus on academic achievement, critical thinking and social responsibility. What makes us different is our commitment to the following key ideas:

- How we learn is as important as what we learn: our students engage in long-term interdisciplinary units that get them out of the classroom, thinking deeply about real-world topics.
- High expectations for all learners: all students can succeed, through great instruction and supporting students to own their learning.
- Living by our commitment to crew and community: we are tight knit community where we support and push each other to be our best.

Located approximately 3 miles to the east of downtown Denver, the Odyssey School of Denver is in the ideal location to live out the principles of EL Education while also serving a diverse community. As one of 155 EL Education (formerly Expeditionary Learning) schools nation-wide, we have honed our implementation of the model for the past 18 years, enabling us to earn our EL credentialed school status.

We hope that you take the time to get to know us and make sure that Odyssey is a good fit for you, prior to applying. The materials that follow are meant as resources to support your careful reflection.

Sincerely,

Marnie Moody Cooke
Executive Director
marnie@odysseydenver.org

Assistant Director Job Description

Position Summary:

The Assistant Director is a member of the administrative staff and works with the Executive Director to co-manage the instructional, curricular and assessment tasks and projects of the school. The Assistant Director is also responsible for supervising half of the teaching staff and providing feedback regularly. Primary responsibilities include:

Leadership:

- Design and implement a yearly work plan to support the ongoing improvement of teaching and learning toward the mission and vision. Uses the EL Core Practices and other important frameworks to guide improvement toward the mission and vision (co-lead with the Executive Director).
- Organize and monitor data to understand both teacher and student growth in general and toward the work plan.
- Uses school-wide data (PARCC, CMAS, STAR, Progress Reports, EL's Implementation Review) to set and monitor long-term goals.

Professional Development:

- Design and implement professional development that models best practice to support teacher and student growth toward the work plan. Provide time for learning, practice and reflection to support teacher growth.
- Co-facilitate the Instructional Leadership Team in collecting and analyzing data to inform PD instruction and support.
- Organize and facilitate a mentor group to support the on-going needs of new staff members.

Curriculum:

- Work with teachers to create and refine Odyssey curriculum documents (scope and sequence docs, STAs, scaffolding plans, assessments, etc.) which correspond to state standards, core practices and an interim assessment program as well as monitor implementation of curriculum.
- Support long term and short term planning through planning support and feedback structures.

Instruction:

- Develop relational trust with staff to support ongoing improvement in teaching and learning.
- Observe and evaluate teachers using Odyssey's teacher observation criteria (in collaboration with Executive Director).
- In observation/feedback sessions, accurately identify and prioritize teachers' instructional strengths and next steps.
- Co-lead instructional rounds with teaching staff.

Assessment:

- Create, maintain and update whole school and grade level student academic and assessment records and reports.

- Facilitate monthly data meetings and monthly MTSS meetings with grade level teams and/or specialists (in collaboration with Executive Director).
- Oversee required standardized testing (act as primary Site Assessment Liaison) and teacher creation/maintenance of READ Act plans.
- Set-up and provide support for school-wide assessment tools: STAR, Writing Benchmark and an interim assessment program.
- Set-up and manage the on-line grading & reporting platform.

School-wide Systems & Structures: (in collaboration with Executive Director)

- Co-manage positive student behavior and student culture through Restorative Approaches and use of Discipline Matrix.
- Support teachers with student-led conferences, passages and parent meetings.
- Recruit and hire teaching staff; lead and organize hiring committees.
- Plan and implement a yearly site seminar.
- Other daily/weekly duties as assigned.

Requirements:

- Minimum of five years' classroom teaching experience in EL schools or similar model/program.
- At least two years' experience in curriculum or program development that supports high quality instruction.
- Proven track record of driving high student achievement and growth through data-driven methods.
- Strong communication, technology and organization skills.
- Strong desire to learn and grow as a professional and be a part of a collaborative work environment.

Preferred:

- Master's Degree and previous leadership experience.
- A current, valid State of Colorado Principal License in place or in process by time the position starts.
- Experience teaching and facilitating adults.

Application & Hiring Process

Cover Letter

If you are interested in applying for this position, please submit a cover letter which includes reflection on this job opportunity. Help us understand what makes you a great match for Odyssey's Assistant Director position.

Additional Materials

Along with the letter, please submit the following:

1. Up-to-date resume or curriculum vitae that gives a full picture of your leadership, professional and educational experiences in and outside of the field of education.
2. List of professional references including capacity in which you know each person, affiliation, current employment, email and phone contact information, acknowledgement that the school has permission to communicate with these individuals as part of the hiring process.

★ Please upload these materials on the Recruittee website here - <https://odysseyschoolofdenver.recruitee.com/o/assistant-director> ★

Next Steps

Following receipt of your materials, we will contact you if we think you may be a good fit for the position and the school. Thank you for your interest in the position.

Additional Information

- [Odyssey's Website](#)
- [Odyssey's EL Credentialing Portfolio](#)
- [Videos of our awesome kids & teachers](#)
- [Habits of Learning at Odyssey](#)
- [EL Core Practices](#)
- [Odyssey Facebook page](#)
- [EL Education website](#)