



Riverhead Charter School
3685 Middle Country Road
Calverton, NY 11933
Phone (631) 369-5800
Elementary Fax (631) 369-6687
Middle School Fax (631) 727-7191
Administration Bldg. Fax (631) 727-7193
www.riverheadcharterschool.org

Board of Trustees

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David Edwards, Vice President
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Superintendent
Raymond Ankrum

Principal K-9
Dr. Patrick McKinney

Assistant Principal K-9
Nicholas Timpone

Director of Finance
Nicola Graham

K-5 Principal

Riverhead Charter School is a public school of choice, with no tuition, serving families of Kindergarten through ninth grade students on Eastern Long Island. We offer a private school environment in a public school setting.

Our mission is to inspire today's learners to become tomorrow's leaders by setting high academic standards, promoting solution-oriented thinking, and embracing the cultural diversity of our community.

The Principal should have been or be:

- A self-reflective and self-aware leader who is dedicated to aligning their school to RCS's commitment to antiracism and who is eager to use these skills to further a culture of diversity, equity, and inclusion.
- A highly effective teacher who has a clear track record of raising student achievement in an urban classroom for at least four years
- A coach with demonstrated success in building and developing the leadership capacity in others.
- An excellent writer and skilled orator – ability to easily connect with students, families, and staff and effectively tailor communication to multiple stakeholder groups.
- A data-informed leader, adept at data analysis; ability to extract meaningful insights across school wide data.

This position will take on a variety of responsibilities such as gathering and analyzing school data to drive student achievement, meeting with families and community members as well as collaborating with instructional leaders and other partners in support of our mission. Responsibilities include but are not limited to:

- Oversee Riverhead Charter School K-5 and serve as its educational leader, charged with shaping the instructional vision and school culture.
- Establish and promote a positive culture of high expectations, continuous improvement, and a relentless focus on academic achievement for scholars and staff.
- Drive the instructional programs of the school: provide targeted coaching and professional development for teachers, evaluate and set goals for teachers, review lesson plans, provide feedback and model effective instructional strategies.
- Manage, evaluate, and implement clear and effective procedures for the operation and functioning of the school including instructional programs, extracurricular activities, and discipline systems.
- Actively monitor student and staff growth through collection of formal and informal data; use data to inform short and long term strategic plan of the school.
- Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for scholars consistent with the school's instructional goals.
- Plan and execute monthly staff professional development that improves teacher practice and scholar achievement.



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- Direct and evaluate teachers and teaching assistants in their instructional practice, especially as it relates to issues of instructional rigor, student engagement, dual language instruction and school culture.
- Evaluate instructional staff through formal and informal observations; provide thoughtful, actionable feedback, aligned to the Danielson Framework for Teaching, to all teachers and teaching assistants.
- Institute a consistent school wide approach to classroom management and behavioral expectations for students that is based in equity, positive reinforcement and restorative practices.
- Cultivate positive relationships with parents and the local community.
- Coordinate student health services; monitor student health and safety; coordinate with site nursing staff to ensure that students receive appropriate care.
- Recruit, hire and retain high quality appropriately certified instructional staff.
- Ensure alignment with the requirements and expectations of the NYS Common Core Standards.
- Analyze, disseminate and discuss school performance data, including interim assessments and NYS testing results with key constituents. Identify key strengths and areas for targeted focus, create professional development and action plans and benchmarks to monitor progress.
- Provide leadership and oversight of special education services to students, including IEPs and 504 plans. Ensure that students receive appropriate support to ensure their success.
- Establish protocols and best practices to ensure that instructional staff communicate regularly with parents utilizing Dojo, Remind, and parent memos.

Requirements:

- Candidates must possess NYS School Leader Certification
- Three or more years of supervisory experience in elementary, middle or high school
- Strong Knowledge of NYS Common Core
- Ability to establish and maintain effective and collaborative working relationships with a diverse staff
- Sensitivity to confidentiality

Compensation

- Riverhead Charter School staff members are provided with a competitive salary, full benefits, and a working environment that includes all the necessary technology and resources to succeed.

Benefits:

- Offer 75% employer paid medical, dental and vision insurances
- Offers life insurance and supplemental insurances
- Offers NYS Teacher's Retirement plan

To be considered, interested applicants must apply online or submit a **cover letter and resume** to jobs@rcsli.org.