



Comprised of more than 650 schools, 440,000 students, and 40,000 employees, and with an annual budget of more than \$6 billion, the Chicago Public Schools (CPS) is the third largest school district in the United States. Its mission is to ensure that every child is on track to graduate and prepared for success in college, work, and life.

We are currently seeking a TAP Principal Support Manager. Below is the job description. Interested candidates must forward their resumes to achan@cps.k12.il.us no later than Friday, April 16, 2010.

Summary Primary Duties and Responsibilities of Position

Manage and evaluate the instructional component of TAP: The System for Teacher and Student Advancement in 40 Chicago public schools; provide leadership and coaching to Chicago TAP school leadership teams, primarily principals, and; provide professional development to both instructional support staff and school based personnel involved in the implementation of this program. In addition, provide written documentation on program implementation as requested by CPS Senior Leadership and external stakeholders, such as National Institute for Excellence in Teaching (NIET) and the Department of Education.

Accountabilities

1. Ensure the rigorous implementation of TAP at the school level in conjunction with Chicago TAP Senior Management and National Institute for Excellence in Teaching (NIET)
2. Facilitate training and support for principals in the areas of, but not limited to:
 - a. developing a leadership team within the school for the implementation of TAP
 - b. implementing a plan of action to improve student achievement through Chicago TAP
 - c. identifying strategies to provide the differentiated support and resources necessary to drive school improvement
3. Participate in and guide classroom, mentor and lead teacher recruitment and selection
4. Lead or participate in a monthly program assessment meeting on schools needing immediate attention and utilize resources to support the schools based on their program assessment
5. Provide resources and support to teachers and school staff around data analysis and instructional improvement
6. Create a climate of professional collaboration and sharing of best practices by establishing structures that foster shared learning, information, and resource exchange
7. Complete regular school site visits for technical assistance and evaluation purposes
8. Facilitate and organize training and professional development for TAP at CPS Chicago TAP schools and participate in training activities hosted in other districts/states (as deemed appropriate)
9. Articulate and communicate TAP elements to school personnel (Chief Area Officers and Central Office Units) and school communities
10. Communicate progress and impact of TAP to Senior Management on a continuous basis.
11. Promote Chicago TAP to state and local educators, policy leaders, parents, and the general public through targeted marketing and public relations efforts
12. Collaborate with the Chicago TAP Senior Leadership Team and the Leadership Team of participating TAP schools to develop communication systems that ensure smooth flow of information within participating schools to enable all resources to be focused on high priority goals for each school

Competencies:

Successful candidate must be able to:

- take action to ensure success and guide schools to commit to higher expectations and adaptation of Chicago TAP
- use interpersonal skills to inspire and motivate others to commit their resources, talents, and actions to high priority goals
- interpret and use data effectively to identify differentiated needs and measure results adjust direction and support based on performance
- build collaborative relationships to ensure the successful implementation of Chicago TAP
- commit to continuous improvement and an unwavering belief that key student outcomes will improve are non-negotiable
- provide instructional leadership and professional leadership
- develop adult learning communities among participating schools

Education Required:

Must possess a Master's degree from an accredited college or university

A valid teaching certificate issued by the Illinois State Board of Education is strongly preferred

Type 75 Illinois Administrative Certificate preferred

Experience:

Seven to ten (7-10) years of K-12 education experience.

TAP experience strongly preferred

Experience as a building level administrator/principal strongly preferred

Demonstrated track record in school reform/change

Strong management and leadership experiences

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