



SHEARWATER EDUCATION FOUNDATION

Job Description

POSITION	School Leadership Fellow
STATUS	Unpaid, but available for academic credit or practicum experience if approved by academic institution Minimum of 15 hours with opportunity to expand as needed/desired by fellow and Dean of Academics and School Operations
START DATE	January 13, 2012

About Shearwater

Shearwater Education Foundation seeks to lead policy and program change, in education, through the experience of designing and running Shearwater High School;

Shearwater High School is a public charter school that aims to provide St. Louis dropout and disconnected youth, ages 17-21, with a quality education and the chance to grow and thrive both socially and economically, so that they can experience success as students and adults.

Position Description

The School Leadership Fellow will have interest in and experience working with high-risk adolescent populations and their academic challenges and progress. The fellow will primarily function as assistant to the Dean of Academics and School Operations, who is responsible for overseeing the day-to-day operations of Shearwater High School relative to curriculum, instruction, and student achievement.

This individual must be highly organized, systematic, flexible, and positive. The School Leadership Fellow must be able to communicate the school's mission and vision, and live out Shearwater's core values of focus on the mission, commit to what works, respect the dignity and worth of the individual, and live and act with integrity.

The ideal candidate will demonstrate positivity and humility, will enjoy and effectively work in a fast paced, entrepreneurial environment, and will be able to manage and complete many competing priorities.

The School Leadership Fellow will have dual reporting responsibilities to the Dean of Academics & School Operations and the Office & Special Projects Manager.

The School Leadership Fellowship provides the opportunity to gain hands-on experience in charter school leadership in a non-traditional setting; it develops rising leaders' understanding and skills in being the academic head of a small and/or charter school. This fellowship provides candidates with experience in

curriculum design, and other skills needed for a career in education administration, education policy, urban education, or a related field.

Required Competencies

1. Organized. Demonstrates meticulous attention to detail, follow-through and task completion.
2. Flexible Leader. Able to work autonomously and in partnership with others in a non-traditional school setting.
3. Technologically Savvy. An efficient and competent user in student information systems and databases, word processing and spreadsheets.
4. Creative Problem Solver & Critical Thinker. Able to contribute to conversations surrounding solving problems or situations and effectively use school and student data to drive research of exemplary schools.
5. Efficient. Able to prioritize daily duties, correspondence and emails while completing and meeting deadlines for various projects.
6. Self-motivated and Hard Working. Able to meet the demands of this dynamic, 12-month position, while attending and remaining successful in Master degree program.

Required and Preferred Education and Experience

1. Bachelor Degree in education or a related academic discipline is required.
2. Two years teaching or student teaching, especially within a high-risk adolescent population is preferred.
3. Familiarity with managing confidential information and the ability to exercise discretion is required.
4. Experience using student databases or a related database is highly preferred.
5. Enrollment in a Master program of Educational Leadership, Education, Educational Administration, Social Work, or a related academic discipline is preferred
6. Alumni status with Teach for America, Peace Corps, AmeriCorps, and/or Jesuit Volunteer Corps is highly preferred.

Duties & Responsibilities

Daily responsibilities and expectations include the following:

- Researching exemplar schools
- Developing professional development materials
- Filing materials
- Organizing test data
- Managing small projects
- Maintaining observation data
- Assisting with student scheduling
- Preparing materials for presentations/meetings
- Communicating upcoming testing or academic activities and related needs to the Office & Special Projects Manager in a time effective manner
- Other duties as required to assist the Dean of Academics and School Operations, that are experientially beneficial to the fellow

Please submit cover letter and resume to info@shearwatereducation.org by December 22, 2011.

The selection process is rapid, so we appreciate candidates' timeliness and responsiveness in communication.

Shearwater reserves the right to change this job description at any time with or without notice.