



Status: Full Time

HEAD OF UPPER SCHOOL

Department: Administration

Reports to: Executive Director

ABOUT TRILLIUM HIGH SCHOOL

Trillium is a K-12 Public Charter School in North Portland, Oregon. Trillium students are actively involved learners in building personal knowledge of the world around them through action, experience, and reflection. Trillium's education philosophy centers on contextual teaching/learning and constructivism. We utilize a relationship-based model that focuses on problem solving, project-oriented, and collaborative learning. Students engage as active participants in their learning and develop their own meaning and knowledge in the process. Equity, social justice and community are at the foundation of our education model and are woven into our curricula.

Trillium Public Charter High School utilizes an education model that includes proficiency-based assessments, restorative justice discipline and teacher-student advisory leadership work. Please visit www.trilliumcharterschool.org to learn more about our school.

POSITION OVERVIEW

The Head of Upper School supervises all teaching staff at the 6-12 (Upper School) level and serves as an instructional leader for the program. Ideal candidates have experience in democratic and constructivist teaching methods and curriculum development, and a proven commitment to social justice and equity. Familiarity with the Coalition of Essential Schools or similar education model is preferred.

Bilingual and applicants of color are strongly encouraged to apply.

AAP/EEO STATEMENT

Trillium Public Charter School is a nondiscrimination environment and free of harassment based on an individual's race, color, religion, sex, sexual orientation, national origin, marital status, age or disability, because of the race, color, religion, sex, sexual orientation, national origin, marital status, age or disability of any other persons with whom the individual associates. This equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Our school is a safe, inclusive place for all.

A successful Head of Upper School will:

- Supervise all Upper School teachers (twelve), including coaching, mentoring, hiring, firing, direct observations, and facilitation of instructional rounds and evaluations. Meet frequently to provide one-on-one feedback and collaborative goal setting
- Provide teachers with instructional coaching in constructivist and democratic education teaching methods, such as proficiency-based grading, advisory model of student support, and workshop teaching
- Train and mentor teachers in democratic and constructivist curriculum development
- Provide additional support through coordination mentorships, workshops, and other professional development opportunities
- Build and reinforce a healthy, collaborative workplace and school culture, in line with the Trillium's mission.
- Collaborate with the Head of Lower School, Executive Director, Student Support Specialist, and Operations Manager on school leadership
- Help organize events, such as field trips, campouts, conferences, project nights, open houses, and graduations
- Assist Student Support Specialist with mediations, collaborative problem-solving and restorative justice circles
- Maintain regular communication with Upper School families, including updates on changes to the program, announcements of program-wide events, and responses to questions and concerns. Manage Upper School professional development, activity, and supply budgets
- Organize a master schedule of classes and students for middle and high school
- Coordinate state testing, essential skills, and other required assessments including, but not limited to: Smarter Balanced assessments, PSAT, ACT, and work sample submissions
- Coordination of assessments includes managing the testing calendar, scheduling time in the computer lab, training test proctors, tracking work samples, and other duties
- Track high school student progress on meeting essential skills requirements for graduation
- Attend trainings and meetings at Portland Public Schools, including regular leadership and director's meetings
- Serve as emergency substitute for Upper School teachers
- Collaborate with high school team to track credit deficient students and craft academic plans to ensure graduation. Help coordinate transitions to other programs for students that are unable to be successful
- Collaborate with high school team to oversee dual-credit partnership with Portland Community College, determining student eligibility and financial need, tracking student progress, and maintaining communications with Portland Community College

- Participate in one of eight staff/parent/student committees (Fundraising, Equity, Curriculum, RJ & Discipline, Community Spirit, Events, Preparedness)

NOTE: This list of responsibilities is not intended to be all-inclusive. The Head of Upper School may perform related duties, as negotiated, to meet the ongoing needs of themselves and the organization.

REQUIRED QUALIFICATIONS

- Master's Degree, preferably in Education or a related field.
- Minimum 3 years classroom teaching experience at 6-12 level
- Highly qualified for the position, by state standards
 - OAR584-100-0002 through OAR584-100-0111
- For applicants with Oregon state certification: Maintain a valid Oregon teaching license
- For applicants without Oregon state certification: Maintain a valid Oregon charter school registration
- Adhere to Ethical Educator & Professional Practices, as set forth by the Teacher Standards & Practices Commission (TSPC) <http://www.tspc.state.or.us/pub.asp?id=6>
- Maintain a high level of ethical behavior and confidentiality when dealing with student information
- Create a positive, nurturing environment for staff and students, providing supervision that is respectful and conducive to working and learning
- Be a clear communicator, in both written and
- Adhere to all school systems, protocols and policies that are developed, including appropriate use of space, equipment, and materials.
- Arrive at work on time, including all required meetings and trainings.

PREFERRED QUALIFICATIONS

- Experience supervising teachers in an educational setting
- Oregon state teaching or administrative license
- Knowledge of and experience with:
 - Democratic education philosophy
 - Constructivist education philosophy
 - Advisory models as student-support system
 - Portfolio-based assessment
 - Proficiency-based grading
 - Workshop models of education
 - Restorative justice discipline practices
 - Courageous Conversations about race

To apply please send a cover letter, resume, statement of education philosophy, and contact information for three references to <mailto:hr@trilliumcharterschool.org>