



Executive Director/Principal Job Description Esperanza Elementary

About Esperanza Elementary:

[Esperanza Elementary](#) is located in West Valley, Utah. It is a Title 1, K-7 charter school specializing in Spanish-English dual language bilingual education (aka dual immersion).

Esperanza currently serves 583 students, 97% Hispanic/Latino, 54% labeled as economically disadvantaged, and 49% designated as English learners.

Requirements/Qualifications:

- Spanish-English bilingual and bicultural.
- Master's degree in educational leadership or equivalent.
- Administrator license.
- Expertise in dual language bilingual education.
- Experience working with diverse student populations and the ability to serve as a culturally responsive instructional leader
- Experience in school administration.
- Teaching expertise, including proficiency in differentiated instruction and student-centered methodologies.
- Experience with special education.
- Experience with English Learners.
- Excellent and respectful communication with parents, teachers, students, and community leaders.
- Commitment to equity and diversity.
- Familiarity with local, state, and federal education policies and regulations.
- Thorough understanding of how current learning and teaching styles affect education.
- Experience with data analysis.
- Adept at resolving conflicts quickly and diplomatically.

Principal Job Responsibilities:

- Fulfill school mission.
- Carry out school goals and objectives.
- Oversee all aspects of the school; ensuring the growth, health and welfare of every student.
- Meet school and student academic goals and ensuring a vibrant school community.
- Recruit, hire, train, evaluate, and fire of all employees.
- Be the face of the school through effective public and community relations.
- Collaboration with business and operations staff to oversee all financial and data management aspects of the school.



- Ensure all students have access to a constructive learning environment.
- Manage office staff and faculty, ensuring they comply with school rules and regulations.
- Oversee the daily, quarterly, and yearly management of the school curriculum and student activities.
- Secure proper funding and ensure resources are used and managed effectively.
- Draft and submit grant applications.
- Interview and hire school staff, including teachers, nurses, counselors, and cafeteria and janitorial employees.
- Stay up to date and comply with local, state, and federal education regulations.
- Set and manage school finances while adhering to an agreed-upon budget when investing in new learning tools, technologies, and building upgrades.
- Build rapport with the board members and ensure policies and procedures are set and achieved.
- Keep parents up to date and include them in student and school progress and plans.

Deadline for applications: **January 27, 2025**

Questions can be addressed to Juan Freire, j3freire@gmail.com Please send the following documents to Dr. Freire or to board@esperanzaelementary.org in PDF format. Cover Letter (Letters should introduce yourself to the hiring committee, and must include specific examples of why you are attracted to the school and its mission, and why you would be a good fit at Esperanza Elementary) and Current Resume.