



Position: Future Head of School – ASPIRA Delaware Georgetown
Georgetown, Delaware (with required onboarding in Newark, DE during 2025-2026 school year)
Location:
Start Date: July 1, 2025 (Onboarding Year in Newark)
Official Head of School
Position Start Date: July 1, 2026
Application Deadline: May 31, 2025

**** To be considered for this position, please ensure your application includes a Cover Letter and Three Professional References.
Applications that do not include all required documents will not be reviewed ****

School Mission:

ASPIRA Delaware was established to educate and empower each Aspirante to realize their full potential and positively impact their communities.

Position Description:

ASPIRA Delaware is seeking an exceptional, mission-driven educational leader to serve as the Head of School for our new ASPIRA Delaware campus in Georgetown, opening for the 2026-2027 school year. This individual must be willing and able to work in Newark, DE, during the 2025-2026 school year as part of a structured onboarding and leadership development process.

As Head of School, you will lead a vibrant, biliterate, and inclusive K-5 public charter school that is committed to the ongoing development and well-being of its students, teachers, and team members. You will provide strategic and instructional leadership and will oversee management of the day-to-day operations of the school.

This is a unique opportunity to shape a new school community from the ground up, in collaboration with experienced leaders, educators, families, and community stakeholders.

Responsibilities:

- **During the 2025-2026 Onboarding Year (ASPIRA Newark):**
 - Participate in leadership development alongside current school and network leaders.
 - Deeply engage with ASPIRA's dual-language, values-based academic model.
 - Build relationships with staff, families, and students.
 - Contribute to planning and preparation for the launch of ASPIRA Georgetown.
 - Receive coaching and feedback in preparation for assuming full leadership responsibilities.
- **Beginning in 2026-2027 (ASPIRA Georgetown):**
 - Serve as the founding Head of School, responsible for academic, operational, and cultural excellence.
 - Lead and manage all school personnel, supporting staff development and high performance.
 - Foster a safe, nurturing, and inclusive school environment aligned with ASPIRA values.

ASPIRA Delaware

East Campus (K-8): 326 Ruthar Dr. Newark, DE 19711, 302-292-1463

West Campus (9-12): 750 Otts Chapel Rd. Newark, DE 19713, 302-355-2300

"To develop ASPIRANTES who are biliterate influencers and decision makers"



- Collaborate with network leadership on strategy, compliance, and continuous improvement.
- Serve as the face of ASPIRA Georgetown, building partnerships with families and the broader Sussex County community.

Qualifications:

- Demonstrated success as an instructional leader with at least 5 years of leadership experience (school-based and/or central office).
- Experience in a bilingual, dual-language, or English Learner-focused environment strongly preferred.
- Deep alignment with ASPIRA's mission, values, and commitment to equity and biliteracy.
- Proven ability to build strong teams and positive school culture.
- Highly self-motivated.
- Strong written and verbal communication skills.
- Bilingual proficiency in English and Spanish is highly desirable.
- Eligibility for or possession of Delaware school leader certification.

Essential Duties and Responsibilities:

- 1. Leadership** – *Ensures that people and resources are allocated appropriately to achieve the charter goals.*
 - Establishes and leads an effective school leadership team in a manner that engages and empowers others to take action and responsibility to achieve results.
 - Articulates mission, values, and behavioral expectations that drive student achievement.
 - Leads staff in maintaining a climate of excellence, accountability, and respect.
 - Builds a school culture defined by integrity, rigor, inspiration, and motivation for all students and staff.
 - Develops a clear direction and shared purpose that guides and unifies all stakeholders.
 - Leads by example.
 - Assumes responsibility for his/her own professional growth and development through membership and participation in the affairs of professional organizations through attendance at regional, state, and national meetings.
 - Demonstrates personal growth and development and sets an example for others by seeking and reflecting on feedback and experiences.
 - Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals, and discussing problems of mutual interest with others in the field.
 - Be inspirational, visible, and accessible to members of the school community and beyond.
 - Possess knowledge of Common Core State Standards and Delaware State Standards.
 - Attend Board meetings as a nonvoting board member and prepare and present reports as requested by the Board.
 - Promote a culture of global citizenship and awareness at the School.
- 2. Strategic and Organizational Planning** – *Ensures that frameworks and practices are in place to ensure regular cycles of long-range strategic planning and annual goal setting that incorporates data on student performance and stakeholder feedback.*

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- Drives a collaborative planning process with the school leadership teams that results in the development of yearly academic goals aligned with the charter goals.
- Ensures that programs and activities are developed, executed, and/or modified, to maximize mission impact.
- Ensures processes are in place to assess organizational performance and to support planning for ongoing school improvement.
- Assures an ongoing process of data collection to gain information that assists the school leadership team in determining the future needs of students.
- Develops, articulates, and maintains policies and procedures that are consistent with the school's mission, philosophy, and goals.
- Emphasizes student achievement as the primary outcome of schooling.
- Oversees and supports the development, design and delivery of program initiatives, assuring that the goals and objectives are aligned with the school's overall strategic plan.
- Supervises all aspects of legal and charter compliance including keeping abreast of legislative issues and developments.
- Works with the staff, finance committee, and Board to prepare budgets, monitor progress, and initiate changes as appropriate.

3. Positive School Culture – *Ensures the development of an explicit shared vision for the school that incorporates the voices and perspectives of diverse stakeholders and opinions.*

- Fosters open communications among staff and respects differences of opinion.
- Effectively delegates decision making and problem solving to appropriate personnel.
- Listens to and responds appropriately to staff, student, parent, and community concerns.
- Includes various stakeholders in decision making where appropriate.
- Clearly communicates decisions and rationale to all affected.
- Promotes a climate of professional collegiality and respect.

4. Board Partnership – *Works collaboratively with the Board as stewards of the charter.*

- Partners with Board in identifying and cultivating a diverse Board that links the school to stakeholders and brings in valuable relationships and resources to the school.
- Promotes understanding and good-working relationships between the Board and staff.
- Provides direction and communicates to the Board on all school related matters.
- Provides pertinent information and reporting to the Board.
- Recommends needed policy changes and action.

5. Fundraising and Marketing—*Works collaboratively with the Board to advance a clearly defined plan that guides all fundraising and marketing strategies employed by the school*

- Actively recruits a diverse donor base of individual, business, foundation and government segments.
- Develops a strategic marketing plan that provides a clear and concise message.
- Establishes positive relationships with individual donors and institutional funders.
- Oversees the execution of marketing and media relations.
- Serves as primary spokesperson to all audiences (government, media, funders, and community partners).

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6. Administration and Human Resources—Works to ensure that the principles of best practice and integrity guide all school operations.

- Recruits and retains a highly qualified staff with diverse experiences, backgrounds, and perspectives that support the school's mission.
- Supervises hiring/firing of all personnel.
- Ensures compliance of all policies, procedures, and directions.
- Ensures compliance with relevant workplace and employment laws.
- Ensures that job descriptions are developed and that regular performance reviews are completed and documented.

7. Community Relations – Ensures robust parent and community engagement that supports students' success and the school community.

- Develops and nurtures community relationships and maintains a positive image of the school in the community.
- Directs the development of plans to promote good relations between the school and the community.
- Promotes effective communication between parents and the school and encourages parent visits and involvement in decision making as appropriate.
- Establishes and makes use of working relationships with peer schools and develops and maintains connections with local, state, and national organizations.
- Participates in community affairs that promote the school's mission.

Professional Attributes:

At ASPIRA, we believe every team member must possess the following professional attributes to be successful in our organization:

- **Commitment:** A genuine commitment to support Diversity, Equity and Inclusion as well as excellence in education and close the opportunity gap by creating positive learning environments where all students thrive.
 - **Leadership:** An ability to push yourself and motivate others to maximize individual potential to achieve the school vision and mission.
 - **Focus on the Whole Child:** An ability to focus on student strengths, and to be driven by a desire to support their academic, social and emotional growth.
 - **Innovative Problem-Solving:** The ability to see opportunity in challenges by taking the initiative to explore issues and find potential innovative solutions.
 - **Adaptability:** To excel in constantly changing environments and to remain flexible by shifting responsibilities or priorities to meet the needs of the overall school community.
 - **Collaborative Spirit:** Demonstrating social, emotional and interpersonal strengths by respecting and honoring the diverse beliefs, backgrounds and perspectives of others, while working toward a common goal.
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**Compensation and Benefits:**

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health, dental, and retirement as a State of Delaware employee.

Application Requirements:

- Cover letter
- Three Professional References

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