



Assistant Principal of Instruction

FORWARD Girls Leadership Academy

Cleveland, Ohio

Reports to: Head of School (CEO/Principal)

Position Summary

The Assistant Principal of Instruction (API) is a key instructional leader responsible for driving academic excellence, instructional coherence, and continuous improvement across FORWARD Girls Leadership Academy. The API works in close partnership with the Founder & Head of School and instructional staff to ensure that curriculum, instruction, assessment, and professional learning are tightly aligned to FORWARD's mission, instructional model, and student outcomes.

Grounded in FORWARD's leadership-centered, project-based, and experiential learning framework, the Assistant Principal of Instruction leads teacher coaching, instructional planning, data-driven decision-making, and the implementation of high-quality instructional materials. This role is designed for a reflective, equity-driven leader who believes deeply in the brilliance and leadership potential of girls and is committed to preparing students for college, career, and civic leadership.

Core Responsibilities

Instructional Leadership & Schoolwide Coherence

- Serve as a central instructional leader, supporting the consistent implementation of FORWARD's instructional model, including Project-Based Learning, experiential learning, and culturally responsive pedagogy.
- Partner with the Founder & Head of School to establish and monitor schoolwide instructional priorities, academic goals, and performance benchmarks.
- Ensure alignment across curriculum, instruction, assessment, and intervention systems to support rigorous and engaging learning experiences.

Teacher Coaching & Professional Development

- Lead ongoing instructional coaching cycles, including classroom observations, feedback, modeling, and reflective practice.
- Support teachers in designing rigorous, standards-aligned lessons and interdisciplinary projects that promote leadership, critical thinking, and real-world application.
- Plan and facilitate professional learning aligned to school priorities, student data, and teacher development needs.
- Support the induction, growth, and retention of high-quality instructional staff.

Curriculum, Assessment & Data-Driven Instruction

- Support the effective implementation of high-quality instructional materials aligned to Ohio Learning Standards and FORWARD's academic pathways.
- Guide teachers in the use of formative and summative assessments to monitor student progress and inform instruction.
- Lead data analysis cycles, including interim assessments, student work protocols, and progress monitoring.
- Collaborate with instructional staff to design and refine intervention and enrichment strategies that meet the needs of all learners.

Student Achievement, Equity & Instructional Support

- Ensure instructional practices meet the needs of diverse learners, including students with disabilities, multilingual learners, and students from culturally diverse backgrounds.
- Support the implementation of instructional scaffolds, differentiation, and inclusive practices within general education classrooms.
- Collaborate with student support teams to align instructional decisions with MTSS and individualized student needs.

School Culture & Instructional Climate

- Promote a positive, academically focused school culture that reflects FORWARD's values of leadership, confidence, and excellence.
- Maintain a visible presence in classrooms and common areas, reinforcing high expectations for teaching and learning.
- Support student behavior systems as they relate to instructional time, engagement, and academic success.

Qualifications

Required Qualifications

- Bachelor's degree in education or a related field.
- Valid Ohio teaching license; administrative licensure or eligibility preferred.
- Minimum of 5 years of successful classroom teaching experience, with demonstrated instructional effectiveness.
- At least 2 years of instructional leadership experience (e.g., instructional coach, department chair, dean, or assistant principal).
- Demonstrated success in improving instructional practice and student outcomes through coaching and data use.

Preferred Qualifications

- Master's degree in educational leadership, curriculum and instruction, or a related field.
- Experience in a charter school, start-up school, or innovative instructional environment.
- Experience implementing Project-Based Learning, experiential learning, or interdisciplinary instructional models.
- Familiarity with Ohio accountability systems and assessment frameworks.

Core Competencies

- Instructional coaching and adult learning
- Curriculum alignment and assessment literacy
- Data-driven decision-making
- Equity-centered leadership and culturally responsive practice
- Strong communication, collaboration, and feedback skills
- Systems thinking and continuous improvement mindset

Why Join FORWARD

The Assistant Principal of Instruction at FORWARD Girls Leadership Academy plays a pivotal role in shaping a bold, innovative learning environment designed to cultivate confident, capable young women leaders. This position offers the opportunity to help build a high-impact school from the ground up, influence instructional excellence at scale, and contribute to a mission-driven organization committed to transforming educational outcomes for girls in Cleveland.