

Title: Assistant Principal
Reports To: Principal
Supervises: As assigned by Principal. May include Teacher, Instructional Assistant, Receptionist, and/or Administrative Assistant.
Employee Type: Full-Time, 12-Months, Salary, Exempt

I am part of an educational team that prepares students for college.

Responsibilities

1. In conjunction with the Principal, executes the CCS Student Code of Conduct and provides CCS students with a safe learning environment.
2. In conjunction with the Principal, develops schedules of classes and student schedules.
3. In conjunction with the Principal, ensures the development, implementation, and evaluation of curriculum, curriculum needs, and assessment.
4. Assumes a role, as designated by the Principal, in faculty meetings, department meetings, grade level meetings, mentor/inductee meetings, committee meetings, IEP meetings, attendance/truancy meetings, etc.
5. Evaluates and recommends faculty in-service and enrichment programs to the Principal.
6. As designated by the Principal, observes performance of faculty/staff and provides feedback to the employee(s) and Principal.
7. Evaluates student performance versus standards, maintains knowledge of emerging trends in curriculum and pedagogy and recommends changes in curriculum to the Principal.
8. Demonstrates effective planning and organization.
9. Holds high expectations for faculty, staff and students.
10. In conjunction with the Principal, approves student activities and events for building. Making Principal aware of all approvals and directing group to Director of Administrative Services for booking on the CCS calendar.
11. Ensures emergency maps and other relevant safety-related materials are placed in each room and office.
12. Communicates clearly and efficiently with CCS students, parents, faculty, staff and administration.
13. Promotes good citizenship through actions as a role model and conducts his/herself according to professional, ethical principles.
14. Provides a school environment based on the principles of firm, fair and consistent practices and respect for individuals.
15. Participates in the development of policies and regulations that affect instruction and conditions for success.
16. Ensures compliance with all federal, state, local and charter requirements, regulations and laws.
17. Supports the Principal in monitoring and maintaining student and faculty morale at a level necessary to attain the vision and goals for the school.
18. Displays personal qualities that reflect favorably upon the individual and the school.
19. Maintains highest level of confidentiality pertaining to CCS's employee records, financial information and students' records.
20. Shares a commitment to the success of the mission, goals, and objectives of CCS.
21. Provides direction, supervision and evaluation of assigned staff.
22. Assumes other responsibilities assigned by Principal.
23. Abides by the CCS *Employee Manual* as well as CCS policies and procedures.

Required Qualifications

1. **Preferred:** Master of Education Degree and PA Principal Certification. If certification is not from PA, PA certification must be obtained within time frame outlined in a candidate's offer of employment letter. **Required if do not possess Principal Certification:** Enrollment in and nearing completion of a Master of Education Degree and PA Principal Certification. Demonstrated timely progression of coursework, Praxis exam, and Practicum/Internship required.

2. Experience and demonstrated competence as a teacher. Minimum of three years of classroom experience, preferably five years. Prefer Level 2 certification.
3. Experience and demonstrated competence in a leadership role in a school setting.
4. Experience and demonstrated competence handling student discipline matters in a classroom and/or school-wide setting.
5. Experience and demonstrated competence with curriculum development, implementation, and revision.
6. Knowledge of Pennsylvania Department of Education Learning Standards and Charter School Law.
7. Excellent leadership abilities.
8. Excellent verbal and written communication skills.
9. Demonstrated proficiency of basic computer operations and proficient with MS office products, or equivalent products.
10. Meets criteria for employment in a PA Public School.

Job Performance Requirements

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

1. Ability to sit and stand for extended periods of time.
2. Ability to exhibit mental dexterity to dial a telephone, to enter data into a computer, to read a computer screen and printed material, to hear and understand speech at normal classroom levels outdoors, and on the telephone, and to speak in audible tones so that others may understand clearly in normal classrooms, outdoors, and on the telephone.
3. Ability to physically lift up to 25 pounds.
4. Ability to bend, stoop, climb stairs, and reach overhead.
5. Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
6. Ability to write reports, business correspondence, and procedure manuals.
7. Ability to interface diplomatically with other administrators, teachers, parents, students, Board members, support staff, colleagues, and outside professional contacts.
8. Ability to coordinate and evaluate staff use of technology as well as to use technology for individual and system management, communication, research, and presentations to both small and large groups.
9. Ability to define problems, collect data, establish facts, and draw valid conclusions.