

ADMINISTRATIVE JOB OPENING

BRIDGEPORT PUBLIC SCHOOLS

45 Lyon Terrace, Suite 310
Bridgeport, Connecticut 06604

Carole Pannozzo

Executive Director of Human Resources

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PRINCIPAL **DISCOVERY INTER-DISTRICT MAGNET SCHOOL**

(Mathematics and Science Curriculum Concentration)

RESPONSIBILITIES:

- Provides effective instructional leadership to the school community.
- Ensures that students under your supervision receive the instruction and other professional support necessary given their individual needs and abilities, to allow them to attain mastery in verbal and written communication, reading comprehension, mathematics, and thinking and decision-making skills, and to meet other goals and objectives established by the School District.
- Develops a school-wide organization for optimum staff effectiveness.
- Ensures that the school's mission statement is the driving force for all school decision-making.
- Develops, implements, monitors, and evaluates a long-range strategic plan that is inclusive and focused on instructional improvement.
- Facilitates the partnership with Bridgeport Public Schools, the Discovery Museum, Sacred Heart University and other stakeholders.
- Supervises and evaluates school staff to ensure optimum student achievement.
- Supervises and evaluates administrative staff to promote instructional leadership.
- Promotes parental, student, and community involvement.
- Supervises registration, scheduling, programming, attendance, grade reports, as well as district, state and national reports.
- Establishes procedures to enhance safety and security of pupils and staff.
- Implements student discipline and attendance policies.
- Develops and implements site-based professional development.
- Manages school budget, maintains accurate records, prepares reports as requested and necessary for the governance structure of the Inter-District Magnet School grants.
- Serves as the liaison with all partner school districts as required.
- Fulfills other duties, as designated in the principal's job description.

REQUIREMENTS:

- Certified as an Intermediate Administrator, endorsement No. 092.
- Five years successful record of teaching required and five years successful record of administrative experience at the elementary or secondary level preferred.
- Knowledge and understanding of the teaching and learning process, including curriculum development, instructional improvement and standards of assessment and inquiry based instruction.
- Demonstrated experience in the creation and management of innovative educational programs.
- Knowledge and understanding of elementary school programming, including special education and bilingual education services and all special programs.
- Ability to communicate orally and in writing with staff members, students, parents and community.
- Well developed public relations skills.
- Demonstrated managerial skills, to include delegation, effective decision-making, interpersonal relationship skills and problem-solving skills.
- Ability to collaborate with the entire school-community in order to effect school improvement.
- Proficient in computer technology.

This is a Group III position as defined by the Agreement between the Bridgeport Board of Education and the Bridgeport Council of Administrators and Supervisors, Local 46, AFL-CIO. Salary range for 2009-2010 is M.A. \$106,754 to Ph.D. \$126,717. If interested in applying, please send a letter of intent, resume and a copy of appropriate certification to the Office of Human Resources. This position will remain open for application until filled.

"Bridgeport Public Schools is an Affirmative Action/Equal Opportunity Employer."

CP
2/04/10

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