

ADMINISTRATIVE JOB OPENING

BRIDGEPORT PUBLIC SCHOOLS

45 Lyon Terrace, Room 310

Bridgeport, CT 06604

Carole Pannozzo

Executive Director of Human Resources

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DIRECTOR OF SCIENCE/LIFE SKILLS K-12

RESPONSIBILITIES:

- Supervises all aspects of the K-12 science program of instruction.
- Oversees the further development, piloting, staff training and implementation of a comprehensive K-12 district-wide life skills curriculum.
- Develops/implements a comprehensive strategic plan to facilitate improved student outcomes in science, grades K-12.
- Uses student assessment data to facilitate systemic program improvement.
- Supervises the development, management and record keeping of the K-12 science and life skills budgets.
- Participates in the recruitment, selection, training, supervision and evaluation of science staff at the 7-12 level.
- Provides leadership in upgrading and aligning the K-12 science curriculum with the Connecticut Framework for Learning and national standards and to promote the expansion of interdisciplinary instructional initiatives to be more responsive to student academic needs.
- Provides training and technical assistance to teachers in order to facilitate ongoing improvement of their instructional, managerial and professional skills.
- Facilitates the acquisition and maintenance of science textbooks, supplies and equipment and maintains a detailed computerized inventory of all instructional materials.
- Participates in local, state and national conferences and uses new information to develop professional development initiatives as appropriate.
- Participates in grant writing activities and supervises grant related initiatives.
- Performs other related duties as assigned by the Executive Director of Learning and Teaching.

REQUIREMENTS:

- Connecticut certification as an Intermediate Administrator (092) **and** in one or more of the following subject areas: biology, chemistry, physics, or general science.
- A minimum of five years of teaching experience in science and a demonstrated excellence in planning, classroom management, instructional delivery and student assessment strategies.
- Demonstrated ability to serve as a professional development trainer.
- Excellent written and oral communication skills.
- Knowledge of effective and current instructional improvement and team building practices.
- Demonstrated experience in curriculum development.
- Demonstrated proficiency in human relations skills.
- Computer proficiency required.

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, 2008-2011. Salary for the 2009-2010 school year is M.A. \$106,754 to Ph.D. \$126,717. If interested in applying please submit a letter of intent, resume and a copy of the appropriate certifications to the Office of Human Resources by: Tuesday, March 2, 2010.

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