

ADMINISTRATIVE JOB OPENINGS

BRIDGEPORT PUBLIC SCHOOLS

45 Lyon Terrace, Suite 310
Bridgeport, CT 06604

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ASSISTANT HIGH SCHOOL PRINCIPALS (Ten Months) *(School Assignment to be Determined)*

RESPONSIBILITIES:

- Ensures that students 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 and the District.
- Assists in supporting and evaluating the performance of students and teachers.
- Assists in developing a school-based professional development program that supports the district's initiatives and provides for continuous growth and development of all staff members.
- Ensures that the mission statements and the strategic plan of the school and the School District are the driving force for all school decision-making.
- Assists with registration, scheduling, programming attendance, grade reports, as well as district, state and national reports.
- Supervises teachers and other staff member according to contractual agreement and the staff evaluation plan.
- Assists in establishing and implementing pupil disciplinary procedures and policies within the limits of the Board of Education policies.
- Conducts regular classroom observations to ensure that the delivery of instructional services to students are appropriate, challenging, engaging, standard-based, interactive, culturally sensitive, and related to their personal experiences.
- Supports teachers by engaging them in meaningful professional development programs, conducting demonstration lessons, organizing mentorship programs, and providing resources and materials.
- Maintains a positive and productive relationship with students, teachers, parent, and community businesses and leaders.
- Performs other duties as assigned by the High School Principal.

REQUIREMENTS:

- Certified as an Intermediate Administrator, endorsement No. 092.
- A minimum of five years (5) successful record of teaching experience at the elementary or secondary level.
- Knowledge and understanding of the teaching and learning process, including curriculum development, instructional improvement, standards of assessment, alternative education opportunities and special/bilingual education services.
- Knowledge and understanding of elementary and/or high school programming.
- Ability to communicate orally and in writing with staff members, students, parents and community.
- Demonstrated managerial skills, to include delegation, effective decision-making, interpersonal relationship skills and problem-solving skills.
- Demonstrated public relations skills.
- Ability to collaborate with the entire school-community in order to effect school improvement.
- Proficient in computer technology.

This is a Group IV 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 2010-2011 is M.A. -\$93,391 to Ph.D.-\$115,415. If interested in applying, please send a letter of intent, resume and a copy of appropriate certification to the Office of Human Resources. Positions will remain open for application until filled.

“Bridgeport Public Schools is an Affirmative Action/Equal Opportunity Employer”