

Johnson City Central School District

666 Reynolds Road
Johnson City, NY 13790
www.jcschools.com



Educational Excellence for a Changing Tomorrow

December 27, 2017

ANTICIPATED VACANCY NOTICE

ASSISTANT PRINCIPAL - HIGH SCHOOL - Start Date ASAP

PLEASE POST

- QUALIFICATIONS:**
1. A Master's Degree with valid administrative certificate.
 2. Commitment to the District's educational philosophy.
 3. A solid understanding of adolescent development.
 4. A strong instructional/curriculum background.
 5. A sustained record of professional and personal growth in education.
 6. Strong communication skills - speaking, listening, writing.
 7. A willingness to be part of the high school leadership with emphasis on a supportive and cooperative working relationship with the Principal.
 8. Hold high expectations for staff and students.
 9. A record of successful management of disciplinary issues.
 10. Demonstrated leadership skills.

See Attached Job Responsibilities

Interested applicants submit letter of interest and administrative application materials (see www.jcschools.com/Departments/Personnel/administrators.html) on or before January 19, 2018, to:

**Mary Kay Roland
Superintendent of Schools
666 Reynolds Road
Johnson City, NY 13790**

JOB RESPONSIBILITIES OF HIGH SCHOOL ASSISTANT PRINCIPAL

1. *Curriculum and Instruction:*

- ✓ Has a thorough knowledge of all New York State standards and assessments.
- ✓ Serves as a resource to teachers to direct the alignment of curriculum and assessments, development of interventions, selection of teaching materials, and staff development of Best Practices.
- ✓ Coordinates and facilitates the New York State assessment process, and other in-building assessments.
- ✓ Serves as a resource to staff and families regarding Best Practices in Teaching and Learning.
- ✓ Works in collaboration with the superintendent to plan, develop, and implement District initiatives in curriculum and instruction.

2. *Observation and Evaluation:*

- ✓ Conducts goal setting, observation, and evaluation of tenured and pretenured teachers, as assigned by the building principal in accordance to teacher contractual requirements.
- ✓ Is knowledgeable in the meaning and application of the Johnson City Instructional Process, and uses the instruments to assist in the professional growth of teaching staff.
- ✓ Evaluates, according to contract, teaching assistants, aides, and other employees, as assigned by the building principal.

3. *Student Management:*

- ✓ Is knowledgeable in the theory and application of Perceptual Control Theory. Perceptual Control Theory is the psychological basis for the manner in which behavior is observed and explained.

4. *Leadership Team Responsibilities:*

- ✓ Is a participating member of the high school leadership team.
- ✓ Assists the principal in the overall administration of the school building.
- ✓ Serves as principal in the absence of the building principal.
- ✓ Continually keeps abreast of latest research and literature regarding teaching and learning, leadership, and organizational systems.
- ✓ Leads with the principal the creation of the master schedule and examination schedule.