

SPRINGFIELD PUBLIC SCHOOLS
Springfield, Massachusetts

ANNOUNCEMENT OF POSITION

- TITLE:** **Assistant Principal – High School – Anticipated Openings**
- APPLICATIONS:** Please submit a letter stating your interest in the position and how your background and experience fits the position. In addition, include a resume not to exceed three pages. Please submit your letter and resume to Allan Menkel, Executive Director of Human Resources, 195 State Street, P.O. Box 1410, Springfield, MA 01102-1410 by May 11, 2010.
- FUNDING:** General Fund
- SALARY:** Unit B Salary Schedule
- WORK SCHEDULE:** 12 months with twenty-two (22) days of vacation
- EFFECTIVE DATE OF EMPLOYMENT:** As soon as possible
- DUTIES:**

The Assistant Principal will act in the capacity of administrative assistant to the principal and assist him/her in the performance of duties noted under the following categories:

1. Leadership
 - Articulates the vision and mission of the school and the district.
 - Reviews, evaluates, and revises instructional programs using relevant data.
 - Knows and encourages appropriate uses of instructional technologies.
 - Involves staff in preparing and implementing professional development plans that are related to high student achievement.
 - Understands the principles of mentoring and peer coaching.
 - Promotes activities that honor academic excellence.

2. Administration
 - Demonstrates effective oral and written communication skills.
 - Uses effective methods of personnel selection, supervision, and evaluation.
 - Identifies, implements, and evaluates content-based instruction based on the MA Curriculum Frameworks.
 - Practices relevant fiscal management policies and procedures.
 - Uses technology appropriately: as an organizational tool for record keeping and scheduling; as a communication tool; data collection and accountability; and educational research.
 - Assists in the improvement of instructional programs.
 - Provides support and leadership in implementing standards-based classrooms and the use of the Principles of Learning.
 - Understands plant facilities and equipment management.

3. Equity

- Assures presence and quality of educational practices and programs that address the needs, interests, and abilities of all students.
- Understands, models, and encourages the belief that effort is a key factor in achievement.
- Helps all students see themselves as unique individuals responsible for their own actions.
- Follows and helps train teachers to use the district's Code of Conduct.
- Understands, uses, and supports the use of intervention services for students.
- Assures high academic expectations for all students.
- Holds teachers, students, and self to high standards of performance and behavior.

4. Community Relations

- Involves families and other community members in developing the vision, goals, School Improvement Plans, and programs for the school/district.
- Promotes partnerships among staff, families, the business community, and other community groups and uses community resources to enhance instruction.

5. Professional Responsibilities

- Is familiar with the district's student support services.
- Is familiar with the range of instructional programs, practices, policies, and beliefs that promote the goals of the Culture of Achievement.
- Knows multiple strategies to assess student performance.
- Understands organizational change, school-based management, and school restructuring.
- Understands federal, state, and local laws and regulations including laws on disability, civil rights and responsibilities, issues of liabilities, and requirements of due process.
- Participates in parent conferences, PTO work, and community relations.
- Takes an active part in professional organizations.

QUALIFICATIONS:

1. Master's degree from an accredited college or university.
2. Licensed by the Massachusetts Department of Education as a School Principal/Assistant Principal.
3. A minimum of three (3) years of successful classroom teaching experience.
4. Leadership experiences-chairman of teacher's committees, school counselor, officer of professional or community organizations, school administration, and so forth.
5. Experience in positions of responsibility in professional and community groups.
6. Springfield Public Schools Employee.

It is the policy of the Springfield Public Schools not to discriminate on the basis of sex, race, color, religion, national origin, disability or sexual orientation in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments, Chapter 622 of the Massachusetts General Laws, and Section 504 of the Rehabilitation Act of 1973.

APPROVED:

Allan Menkel
Executive Director of Human Resources