



## Middle School Assistant Principal

### Summary:

The Assistant Principal (AP) position creates a culture of high performing learners and rigorous instruction for staff at Opportunity Charter School. In collaboration with the Middle School Principal, the AP will facilitate Professional Learning Communities (PLCs), support instructional staff in becoming master content teachers, and conduct instructional rounds. The AP will provide relevant professional development, serve as a model teacher, develop systems and protocols for student conduct and assist teachers with implementing guided discipline practices to ensure that academic achievement and school culture consistently reflects the mission of Opportunity Charter School. In addition, the AP will collaborate with the Middle School Principal and Leadership Team to manage various school projects. This position reports to the Middle School Principal.

### Key Responsibilities include, but are not limited to:

- Advise, support, and mentor individual teachers to improve Math and Science instruction through:
  - Consistent focus observations and immediate feedback
  - Facilitate curriculum development and evaluate unit, lesson plans and performance tasks
  - Promoting continuous performance tasks and assessment as a means for evaluating student achievement
  - Create and Implement Teacher Improvement Plans (TIPs) or Teacher Development Plans (TDPs)
  - Implement and monitor the effectiveness of Peer Mentoring, PLCs, and Focus Committees
- Lead grade-level town hall meetings and school culture-related activities
- Collaborate with the Middle School Principal to create a comprehensive and evolving professional development program for teachers
- Maintain positive and productive relationships with students, families, and staff
- Collaborate with parents and work closely with students who struggle behaviorally
- In partnership with the Middle School Principal, conduct workshops for teachers on classroom management and effective guided discipline practices
- Conduct daily walkthroughs and assign appropriate accountability

### Qualifications

- School Building Leader (SBL) certification required.
- SPED certification required.
- At least three years of math and/or science teaching experience required.
- Strong record of motivating and educating underserved and students with disabilities to achieve academic success.
- Experience with curriculum development and strong behavior management techniques.
- Past experience with leading adults in a school environment.
- Flexibility and willingness to actively participate in school community including, but not limited to: conducting an advisory, tutoring students, chaperoning overnight school trips, working with parents and families.



# ***Opportunity Charter School***

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***Gail Edwards***

*Director of Human Resources*

- Exceptional organizational skills and high attention to detail; outstanding written and oral communication skills.
- Proactive problem solver who demonstrates initiative and teamwork.
- Strong work ethic coupled with an enthusiastic and passionate approach to one's work.
- Commitment to the belief that all students can learn.
- Creative solutions oriented/ability to think outside of the box.