

Newburgh Enlarged City School District
Job Description

TITLE:	ASSISTANT PRINCIPAL
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REPORTS TO:	PRINCIPAL
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QUALIFICATIONS:	<ol style="list-style-type: none"> 1. SAS/SBL 2. MS+ 3. Certified Danielson Framework for Teaching 2011 Evaluator. 4. At least 5 years of successful teaching experience. 5. Demonstrated experience in Trauma-Informed Care, Restorative Justice practices, and the use of data to drive instructional interventions.
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JOB GOAL:	The Assistant Principal will serve as an instructional leader dedicated to narrowing the achievement gap and ensuring equitable outcomes for all students. They will utilize leadership, supervisory, and administrative skills to promote the educational development of students, ensure professional growth for faculty, and foster a safe, inclusive environment that bridges the gap between the school, district, and community.
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DUTIES AND RESPONSIBILITIES:	<p style="text-align: center;">Instructional Leadership & Staff Development</p> <ul style="list-style-type: none"> ● Conducts formal and informal observations using the Danielson Framework to provide actionable feedback. ● Facilitates Professional Learning Communities (PLCs) focused on culturally responsive-sustaining education (CR-SE). ● Leads the Multi-Tiered System of Supports (MTSS) team to ensure Tier 2 and Tier 3 academic and behavioral interventions are implemented with fidelity. ● Assists in the overall administration of the school and serves as Principal in their absence. <p style="text-align: center;">School Culture & Student Support</p> <ul style="list-style-type: none"> ● Oversees the reporting and monitoring of student attendance and collaborates with attendance supervisors on investigative follow-ups to reduce chronic absenteeism. ● Reimagines student discipline by implementing Restorative Practices and Positive Behavioral Interventions and Supports (PBIS). ● Collaborates with support services, including
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transportation, custodial, and cafeteria teams, to ensure a trauma-sensitive physical environment.

- Coordinates with the District's Title I coordinator to ensure compliance with federal family engagement mandates.

Operational & Fiscal Management

- Proposes and supervises the creation of student schedules and extracurricular activities to maximize instructional time.
- Collaborates with department heads and faculty to compile annual budget requests, prioritizing resources for high-need subgroups.
- Manages the requisition of supplies, textbooks, and equipment, maintaining rigorous records and inventories.
- Directs safety inspections and safety drill practices to ensure the physical security of the campus.

Community & Family Engagement

- Partners with parent, faculty, and student groups to advance educational objectives and strengthen school-home bonds.
- Leads family outreach initiatives specifically designed for Title I families, ensuring materials are accessible and culturally relevant.

Additional Duties

- Maintains records as directed by the Principal.
- Performs other tasks required by the Superintendent and the New York State Education Department.