

Newburgh Enlarged City School District
Job Description

TITLE:	CO-HIGH SCHOOL PRINCIPAL – CTE PROGRAM
REPORTS TO:	Superintendent of Schools
QUALIFICATIONS:	<ol style="list-style-type: none">1. NYS School District Administrator (SDA)/School Building Leader (SBL), required.2. Master Degree Required3. Five years teaching experience; administrative experience or assistant principal or district administrator preferred.4. Strong leadership and organizational skills
JOB GOAL:	<i>Ensure that every student crosses Academy Field with his/her cohort; be the instructional leader of the school. Management the CTE program as it moves to a new location and evolves</i>
DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none">1. Supervises all staff personnel, directly and/or indirectly. Assist the division of Human Resources with recruiting and hiring appropriately certified CTE staff.2. Works collaboratively with other co-principals regarding all high school matters.3. Co-Principal consistently demonstrates strong & varied communication with all stakeholders4. The co-principal will collaborate with Superintendent and Executive team in facility planning and equipment needs of the CTE Program.5. The co- principal will have general oversight of budget and funding allocations of this program; as well as the procurement and ordering for the program.6. The co-principal will ensure the technology needs of the program are established and implemented.7. Performs other such duties as required by the Superintendent and /or State Education Department. <u>Shared Vision for Learning:</u>8. The co- principal facilitates the development, articulation, implementation and stewardship of a vision for learning that is shared and supported by all stakeholders.9. Sets the vision for instructional excellence and ensures alignment with that vision for faculty members, students, families, and the community.10. Collaborates with local businesses, higher ed institutions and advisor groups to ensure programs align with NYS standards and job market needs. This will include job-shadowing, internships and student certifications.

DUTIES AND RESPONSIBILITIES: (Continued)	<p style="text-align: center;"><u>Improving Instruction</u></p> <ol style="list-style-type: none"> 11. The co- principal insures the design and delivery of high-quality curricula that produces clear evidence of learning. 12. Fosters professional learning among teachers and employing data-driven decision-making & accountability. 13. Monitors instructional programs quarterly for academic achievement and makes adjustments to pedagogy, operations, curricula, and interventions to meet the needs of students. 14. The co-principal consistently communicates high expectations for the learning for all students. <p style="text-align: center;"><u>School Culture</u></p> <ol style="list-style-type: none"> 15. Uses cultural proficient leadership that respects and honors the diversity among students and staff and views a culturally inclusive educational environment as a benefit for teaching and learning that results in academic achievement for all students. 16. The co-principal facilitates a culture of inclusiveness, respect, and empowerment. 17. The co- principal fosters a culture that is student-centered, interdependent, and that sustains mutually developed high standards for the behavior of all. 18. Promotes awareness of this new school and programs and assists in attracting students, parents and other stakeholders. <p style="text-align: center;"><u>Managing people, data, and processes</u></p> <ol style="list-style-type: none"> 19. Leads the development and implementation of all school systems, schedules, structures, and operations 20. Leads, evaluates, and coaches an administrative team of assistant principals . 21. Aids staff in planning individual and school goals and objectives in accordance with school/district policy and procedures. 22. Supervises, observes and evaluates all professional, administrative and nonprofessional personnel attached to the school, and makes recommendations for re-employment, tenure, dismissal or reassignment. <p style="text-align: center;"><u>Cultivates Leadership in Others</u></p> <ol style="list-style-type: none"> 23. Creates a shared leadership environment 24. The co- principal builds the capacity of teachers to lead and perfect their craft 25. The co- principal implements a system of distributed leadership for recognizing and maximizing talent, and for achieving consistently high levels of performance.
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