**PLEASE POST**

**CROMWELL PUBLIC SCHOOLS**

**POSITION:**  Assistant Principal  
**LOCATION**:  Cromwell High School  
**SALARY:** Salary and benefits as outlined in the Cromwell Schools Administrators' Unit.  Work year – 12 months.  
  
**DUTIES AND RESPONSIBILITIES:**

1. The position is responsible for assisting the school principal in the leadership, coordination, supervision and management of the school program and operation.
2. Assist faculty in developing expertise in instructional practices.
3. Provide professional development as needed.
4. Serve as a member of the School Leadership Team with the Principal.
5. Observe and evaluate staff in accordance with the district procedures.
6. Provide student discipline and restorative measures as needed and follow through with teachers, parents and students.
7. Chair the SRBI Committee and 504 building level meetings.
8. Meet with the principal and perform responsibilities assigned from meetings.
9. Understand and use data in the decision making process at the building level.
10. Work with teachers and support staff to keep accurate attendance records.
11. Complete building master schedules as well as testing and special event schedules.
12. Contact parents on an ongoing basis to foster positive relationships between home and school.
13. Participate on recruitment and selection committees as needed.
14. Supervise, evaluate and provide assistance to staff members.
15. Facilitate meetings between various groups effectively.
16. Provide training to groups of people as needed.
17. Implementing school safety procedures and ensuring compliance.
18. Providing meaningful feedback and support to teachers regarding curriculum standards and learning materials.
19. Work with the principal and the Director of Operations to oversee the maintenance of school facilities and grounds.
20. Assist in purchasing supplies and equipment or approving supply orders.
21. Collaborate with other administrators to set budgets..
22. Other responsibilities as directed by the Building Principal.

**QUALIFICATIONS AND STRENGTHS:**

1. Thorough knowledge of the principles, practices, and methods of good instructional practices.
2. Strong work ethic and ability to work beyond the school day.
3. Ability to formulate, transmit, understand, and carry out complex oral and written instructions; ability to communicate effectively, both orally and in writing.
4. Ability to establish and maintain effective working relationships with all staff members including administrators, teachers and support staff.
5. Ability to work cooperatively with all members of the school community to accomplish the district and building goals.
6. Strong collaborative and interpersonal skills to lead teachers, parents, and members of the school community.
7. Ability to supervise, support and evaluate teachers.
8. Ability to bring research-based insight to curriculum development in order to improve student achievement.
9. Knowledge of best practice in instruction and assessment.
10. Ability to integrate instructional technology resources into district curriculum.
11. Five years’ experience as a professional educator, with evidence of a high level of proficiency in teaching, a thorough knowledge of instructional strategies, child development, curriculum, and classroom management required.
12. Ability to write routine reports and correspondence.
13. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
14. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
15. Ability to apply knowledge of current educational research and theory.
16. Ability to communicate clearly and concisely both in oral and written form.
17. Ability to perform duties with awareness of all district requirements and Board of Education policies.
18. Ability to meet deadlines with severe time constraints.

**ESSENTIAL TASKS:**

1. Assist the principal in developing and maintaining an effective educational program consistent with State and local guidelines and the vision, mission, policies and goals of the School Board; meeting and conferring with students, parents, faculty and staff; maintaining records and files; preparing reports.
2. Assist the principal in the overall administration of the school; interpret and enforce school and school division policies and regulations.
3. Support the principal in the collaborative development, implementation, and ongoing refinement of the School Improvement Plan.
4. Assist the principal in monitoring compliance with federal, state, and local mandates and guidelines related to local and state testing programs and the local special education program.
5. Explain and interpret division-wide curriculum/instructional goals and objectives to teachers, parents, pupils, and the community.
6. Assist in the planning and implementation of a systematic method of supervising the instructional program through the use of learning walks, observations, documentations, and follow-up conferences.
7. Assist teachers in evaluating methods and materials and developing effective learning plans and classroom management techniques.
8. Maintain and model high standards of professionalism.

**EVALUATION RESPONSIBILITIES:**   Responsibilities include evaluations   
  
**CERTIFICATIONS:** Intermediate Administration Certification (092) required 

**Materials should be addressed to**:

Andrew Kuckel, Principal of Cromwell High School. Applications are to be submitted through Cromwell Public Schools’ online application program ([www.cromwell.k12.ct.us](http://www.cromwell.k12.ct.us)) click on Links, click on Human Resources click on Job Postings) no later than Friday, June 25, 2021. Successful candidate would begin ASAP.

**All applicants must provide the following:**

* A cover letter indicating your interest in this position.
* A current resume and any additional relevant information.
* Copy of your Connecticut State certification (092).
* Copies of undergraduate and graduate transcripts.
* Three (3) current letters of reference of professional experience.

The Cromwell Public Schools is an Equal Opportunity Employer  
It is the policy of the Cromwell Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.