

BETHLEHEM AREA SCHOOL DISTRICT
Bethlehem, Pennsylvania

JOB TITLE: High School Academic Assistant Principal

REPORTS TO: Assistant Superintendent/Chief Academic Officer; Principal

JOB SUMMARY: Assists in directing and coordinating curriculum, assessment, instruction, professional development, and administrative activities consistent with high school improvement.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Assists the Assistant Superintendent/Chief Academic Officer and Principal in implementing district educational goals as outlined in the BASD Roadmap to Educational Excellence.
2. Assists the Assistant Superintendent/Chief Academic Officer and Principal in implementing the PA Standards Aligned System at the high school level.
3. Assists the Assistant Superintendent/Chief Academic Officer and Principal in maintaining a consistent philosophy for high school assessment, curriculum, instruction, and professional development; Works collaboratively and successfully with the High School Academic Assistant Principal from the other high school to assure the consistent delivery of educational programs 9-12.
4. Organizes and administers state/district standardized tests with assistance from the appropriate building personnel and administrators.
5. Creates data reports for all stakeholders. Uses data-driven decision making to improve school and student outcomes; Provides education stakeholders, especially teachers, timely access to assessment data and actionable information.
6. Facilitates the ongoing development and revision of the Program of Studies using the BASD's educational goals and school improvement plans as guiding principles.
7. Assists the Assistant Superintendent/Chief Academic Officer in coordinating the design, development, implementation, and evaluation of curricula with the help of appropriate district facilitators and administrators.
8. Assists the Assistant Superintendent/Chief Academic Officer in preparing and monitoring the district's curriculum budget.
9. Assists the Assistant Superintendent/Chief Academic Officer and Principal in coordinating appropriate professional development opportunities for professional employees and implementing best practices in instruction.
10. Works collaboratively with the Principal, grade-level Assistant Principals, Department Chairs, and other stakeholders to maximize the opportunity for students to meet grade level expectations as well as state and district standards through effective scheduling and interventions.
11. Provides supervision, leadership, and evaluation of professional employees as designated by the building principal.

12. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the Superintendent of Schools, or designee.

QUALIFICATIONS: Three years of experience in public school administration/supervision. Masters degree preferred. Certification includes active administrative certificate. Knowledge of current research and best practices in assessment, curriculum, instruction, professional development, and school improvement. Knowledge of Core State Standards, PA Standards Aligned System, and Chapter 4 requirements. Excellent communication and teamwork skills.

REQUIREMENTS: Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

PHYSICAL DEMANDS: Frequent travel to school district offices, classrooms, and regional office. Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending, kneeling, and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some walking and standing or moving throughout the work environment.

SENSORY ABILITIES: Visual acuity and auditory acuity.

WORK ENVIRONMENT: Typical office/classroom environment. Subject to inside and outside environmental conditions

TEMPERAMENT: Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Ability to make judgments and work under high level of stress.

COGNITIVE ABILITY: Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

SPECIFIC SKILLS: Must possess leadership skills, supervisory skills, and computer skills. Ability to operate various office equipment. Must possess active listening skills. Must possess conflict mediation skills.

CLASSIFICATION: Administrative Act 93

EVALUATION: Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation administrative personnel.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)