

ASSISTANT PRINCIPAL

Reports to: Principal/CAO

Starting Salary: \$64,615

FLSA Classification: Exempt

Job Qualifications

- Bachelor's Degree in Education, Master's Degree preferred
- Pennsylvania Principal's PK-12 Certification
- Three (3) years in an educational leadership position (i.e. principal, vice-principal, and or curriculum leader) in a school environment

Mission

Our mission is to provide a world-class education for the students in the Penn Hills community that will not only prepare students academically but to develop into informed and responsible world citizens, creative problem solvers, and effective communicators. We believe that children of all cultures and abilities can learn and be challenged to reach their highest potential. To achieve this, the school recognizes the importance of collaboration with the entire learning community of students, parents, community members and school staff. Our mission is to ensure that the students experience real life 21st century learning experiences in an innovative, community based public school setting, and created to build a foundation that will enable students to reach their highest potential.

Job Responsibilities

- Implements the school's comprehensive and strategic plans in collaboration with the Principal
- Coordinator of all federal programs/grants and reporting including Title I, Individuals with Disability Education Act, and Ready to Learn
- Under the direction of the Principal, serves as an instructional leader in the planning, coordination, and administration of school activities and programs. Including curriculum, instruction, assessment, athletics and extracurricular programs
- Manages school operations in the absence of the Principal
- Provides instructional leadership by coaching, developing, and evaluating teachers through observation, modeling, analyzing data, and co-teaching
- Collects and analyzes student achievement data and uses data to drive recommendations for instruction
- Leads and coordinates staff professional development opportunities
- Coordinates classroom coverages with substitute teachers and internal staff
- Serves as liaison between teachers and parents to resolve classroom issues
- Promotes a safe and orderly environment that encourages students to take responsibility for their behavior, creating high morale for staff and students. Assumes the responsibility for the health, safety and welfare of the students, staff and visitors

- Collaborates and clearly communicates with parents/guardians, and other educators
- Assists the Principal in developing and enforcing systems of accountability for staff
- Attends Team and Leadership meetings to develop goals for student outcomes
- Commitment to professional development to keep up-to-date on curriculum developments and trends in the field of education
- Commitment to professional growth through participation in professional learning communities and development opportunities; after hours and weekends
- Attend mandatory school events; Back to School, Winter and Spring Concerts, Open Enrollment, MicroSociety Night, and Entrepreneurial Summit
- Attend monthly Board Meetings and PTA meetings
- All other duties as required by Principal

To apply, please submit a copy of your application, current PA certifications, cover letter and resume via:

Mail: Attn: Human Resources, 2501 Main Street, Pittsburgh PA 15235

Email: Teresa.augustin@phcharter.org

Fax: 412-793-6473