

Nazareth Elementary School - Job Description for Assistant Principal

BACKGROUND:

Nazareth Elementary School, in Rochester, NY, is a small private Catholic school owned and operated by the Sisters of Saint Joseph of Rochester. It is a dynamic, intercultural, interracial, and interreligious school, serving children in Preschool to Grade 6. Nazareth is located in an urban neighborhood in northwest part of the city.

PRIMARY ROLE:

The assistant principal strives to fulfill the mission of Nazareth Elementary School whose foundation is grounded in the history of the Sisters of Saint Joseph of Rochester who founded Nazareth in 1884. The assistant principal works closely with the principal in the overall administration of Nazareth. This includes all aspects of *spiritual, educational, and managerial leadership*. Along with the principal, the assistant supports faculty, staff, and families in working together to ensure the growth of all students in wisdom, faith, and service. The assistant principal is a team player to ensure a school environment that meets the social, emotional, developmental, educational, and spiritual needs of all students.

This Assistant principal reports directly to the principal. The position includes responsibilities listed below and any other duties as assigned by the principal.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Collaborates with the Leadership Team of the Congregation of the Sisters of Saint Joseph and the principal in implementing the mission of the school.
2. Helps to create a culture steeped in tradition and Gospel values with a focus on an integrated approach: to teach the message of Jesus, to build community, to be of service, and to worship together.
3. Works with the principal to ensure that faith and values are integrated within the curriculum and instruction, as well as within all aspects of the school day.
4. Supports teachers in day-to-day instruction and assessment.
5. Ensures that NYS Learning Standards are followed in lesson plans and curriculum mapping.
6. Supports various forms of assessments, including formative and summative assessments, semester tests, and the i-Ready assessments.
7. Assumes responsibility for assigned tasks in the areas of communication and marketing.
8. Works collaboratively with the principal and school social worker to support students who are struggling emotionally and socially.
9. Attends monthly meetings of the School Advisory Committee to support their efforts in fundraising and planning social events for school families.
10. Works to build relationships with other secular and private educational institutions in the community in order to share programs and resources.

11. Works with the principal, Academic Intervention Services coordinator, and local school districts, in use of Title funding, evaluations and special education services for students.
12. Ensures the preparation and submission of all necessary reports to the NYSED, the NCEA, and the Diocese of Rochester.
13. Supports the school principal in following all required state, county, and diocesan Health and safety regulations.
14. Maintains a professional attitude toward education and a level of knowledge and skills required of an assistant principal. Accomplishes this through professional reading, attendance at in-service opportunities, and memberships in professional organizations.

RESPONSIBILITIES TO THE SCHOOL ADVISORY BOARD:

- Represents administration, faculty and school community as needed.
- Works cooperatively with the Board in the implementation of approved recommended school policies; supports the work of Board subcommittees.
- Assists the principal in making recommendations in preparation for the annual budget.

IMPORTANT QUALITIES / SPECIAL REQUIREMENTS:

- A love for children and a desire to work with a diverse student population in a small, faith-filled learning environment
- Belief in the importance of educating the whole child
- Ability to collaborate with administration, faculty, staff and parents
- Excellent communication skills, including writing skills; strong listening skills
- Flexibility, organizational skills, and ability to maintain confidentiality
- Leadership and problem-solving skills
- Willingness to uphold the values and mission of Nazareth Elementary
- Roman Catholic

MINIMUM QUALIFICATIONS:

- Master's degree in education
- 5-7 years teaching experience
- Educational administrative degree/certification, or actively pursuing certification
- Proficiency in Microsoft and Google programs

POSITION AND SALARY RANGE:

This is a full-time position. Salary and benefits compensatory with experience and education will be offered. Range: \$50K-\$60K