



# Brooklyn Jesuit Prep

560 Sterling Place Brooklyn, NY 11238

## Assistant Principal Job Description

*The assistant principal position is a 12 month position beginning full-time on July 1<sup>st</sup>, 2019.*

Brooklyn Jesuit Prep is a Jesuit middle school for low-income students in the Crown Heights neighborhood of Brooklyn. The mission of the school is to break the cycle of poverty through education, employing a rigorous, well-rounded program with an extended school day, summer leadership camp, and graduate support. BJP seeks to add an assistant principal into the school's administration to help elevate and expand the school's programming. The school's administration currently includes the president, principal, and director of counseling and graduate support. By adding an assistant principal, the academic and character development programs will be enhanced through further support and development of each. Being the inaugural assistant principal, it is, therefore, vital that the candidate that seeks this position be energetic, open to different roles, and a strong communicator and team member.

### **The assistant principal's primary duties and responsibilities fall into two main categories:**

- 1. Academic:** teaches a reduced load of classes based on the needs of the school and abilities of the candidate as assigned by the principal; consults with the principal on best teaching practices to implement school-wide; supports the teaching staff with observations, unit and lesson planning review, and other helpful resources for the classroom; coordinates the implementation of the NWEA MAP assessment in the fall and spring for all students; evaluates NWEA MAP assessment scores and standards to address with students based on the Learning Continuum for teacher use in the classroom; assists the principal in the continual evaluation and development of the curriculum and future accreditation and sponsorship applications/reviews
- 2. Administrative:** acts as head of school in the absence of the principal and is a part of the remediation and discipline chain; assists principal in developing the academic schedule; assigns teachers to seasonal sports and activities; creates sports and activities rosters based on student interest; is a part of the admissions team responsible for recruitment of new students, open houses, applications, and family interviews; works as part of the leadership team for the summer camp program during July in Fairfield, CT; obtains necessary fire safety, cafeteria, first aid, and other certificates to act as second or third in command in case of absences by staff; is on-call for basic maintenance and IT support

### **Requirements:**

- Bachelor's degree in education (Master's degree in an education field preferred but not required)
- Experience teaching middle school (experience in a Nativity model school is preferred but not required)
- Some administrative experience in an educational setting preferred but not required

**Salary:** Commensurate with experience

### **How to Apply:**

Please submit the following documents to:

Mr. Gregory Arte, Principal: [principal@brooklynjesuit.org](mailto:principal@brooklynjesuit.org)

- Cover letter
- Resume
- 3 professional references, including contact information
- A copy of NY state issued certificates if applicable