

Job Description: Assistant Principal

New York City Public Schools (NYCPS) is seeking self-motivated, visionary school leaders from inside and outside the New York City public school system for multiple assistant principal vacancies.

Led by Chancellor Melissa Aviles-Ramos, NYCPS is committed to accelerating achievement in a system of 1,450+ schools by adopting rigorous curricula for all schools, increasing educational options for students, and holding principals accountable for improving student achievement while giving them strong performance incentives and the authority to make critical instructional decisions.

We invite applications from qualified individuals who seek to improve student learning as assistant principals by:

- Using data to set high learning goals
- Leveraging deep knowledge of curriculum, instruction, and assessment
- Developing staff and sharing school leadership
- Managing resources
- Fostering a culture of excellence through personal leadership
 - The purpose and scale of the initiative
 - The steps you took to start and implement the initiative
 - The end results of the initiative
 - What you would have done differently, if anything

ELIGIBILITY CRITERIA

Applicants must possess a valid New York State certificate in School Administration/Supervision (SAS), School District Administration (SDA), School Building Leadership (SBL), or the Administrator Certificate. In addition, for subject-based positions (e.g., Assistant Principal Supervision of Mathematics, Special Education, etc), applicants must also possess a valid New York State teaching certificate in that subject area. *Please note: We do not accept internship certificates.*

SELECTION PROCESS

The selection, assignment and appointment of all Principals and Assistant Principals is governed by Chancellor's Regulation C-30 which may be accessed at <https://www.schools.nyc.gov/school-life/policies-for-all/chancellors-regulations>.

SALARY

See CSA contract at www.csa-nyc.org.

UNION AFFILIATION

Principals and Assistant Principals are covered by the Council of Supervisors and Administrators (CSA). Information regarding members' benefits and union coverage can be obtained by visiting the CSA web site at www.csa-nyc.org

***Please note: Within your cover letter, you must answer the questions below.

Question 1: In 400-1000 words, please describe one instructional initiative that you undertook that was intended to improve student achievement. Select an initiative where you were responsible for the results and had a significant leadership role. The endeavor could range in scope from a school-wide program to an initiative that you implemented in your classroom. Specifically address:

- The purpose and scale of the initiative
- The steps you took to start and implement the initiative
- The end results of the initiative
- What you would have done differently, if anything

Question 2: In 400-1000 words, please describe what has inspired you to want to become an assistant principal. Please include relevant information on your experience, skills, and vision for student achievement and how this qualifies you to be an excellent school leader.

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, ethnicity, national origin, alienage, citizenship status, age, marital status, partnership status, disability, sexual orientation, gender (sex), military status, prior record of arrest or conviction (except as permitted by law), predisposing genetic characteristics, or status as a victim of domestic violence, sexual offenses and stalking, and to maintain an environment free of harassment on any of the above-noted grounds, including sexual harassment or retaliation. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 1102, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/OEO>