

Opening Date: 6/19/09

Closing Date: Open Until Filled

Posting # 623

**PROVIDENCE SCHOOL DEPARTMENT
797 WESTMINSTER STREET
PROVIDENCE, RI 02903-4045
OFFICE OF HUMAN RESOURCES**

**ANNOUNCEMENT OF AN INFORMATIONAL ADMINISTRATIVE VACANCY
CONTINGENT UPON FUNDING**

TITLE: High School Assistant Principal
LOCATION: TBD
SALARY: In Accordance with the APPSSA Salary Scale

NOTE:

Interviews for all open until filled positions can begin 10 days after the initial opening date and continue until the position is filled. Applicants who submit an application after the 10th day of initial posting may not be called for an interview if interviews have been scheduled or if a successful candidate is selected. All open until filled positions are expunged 6 months after the initial opening date.

JOB SPECIFICATION:

Under direction of the principal, assists with administering and supervising the total school program and providing leadership for the students and staff members consistent with the educational goals of the community. Functions include establishing a climate conducive to learning, planning, and coordinating programs, effecting change, and decision-making.

KNOWLEDGE, ABILITIES, AND SKILLS:

Strong knowledge of curriculum, instruction, organizational patterns, school operations, and pupil services. Demonstrated problem-solving skills and demonstrated ability to act effectively under stress. Excellent oral and written communication and interpersonal skills.

DUTIES AND RESPONSIBILITIES:

- Work with the principal to analyze, share, and use school and student achievement data to develop and implement the school improvement management plan.
- Work with the principal to implement systematic procedures to assess program effectiveness.
- Assume responsibility for specific areas of administration and management assigned by the principal; use administrative and management practices which promote the efficient and effective operation of the school.
- Work with principal to establish and maintain relationships with the PTA and other community organizations to ensure ongoing, two-way communication, and initiate activities which foster productive parent and community involvement.
- Deal promptly and positively with behavior problems.
- Work with the principal, teachers, and parents to ensure appropriate programming for all students.
- Assume specific responsibilities assigned by the principal in the selection, orientation, assignment, supervision and evaluation of staff.

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DUTIES AND RESPONSIBILITIES Continued:

- Assist with identification of staff training needs and the development and implementation of school improvement training plan to meet those needs.
- Attend evening and weekend student activities, parent and other meetings, as required.
- Prepare a variety of written reports and correspondence.
- Assume responsibility for operation of the school in the absence of the principal.
- Perform related work as required.

QUALIFICATIONS:

- **Certificate required by RI State Department of Education:**
Rhode Island Middle/Secondary Principal Certificate
- Master's degree from an accredited college or university with an emphasis in educational administration/leadership
- At least five (5) years successful teaching experience.

**Please visit www.Providenceschools.org and go to Human Resources for detailed information on the application process and to obtain an application.*

Applications may also be obtained in person at the Office of Human Resources, 797 Westminster Street, Providence, RI. The completed form must be returned to the Office of Human Resources no later than 4:30 p.m. on the above closing date.

An Equal Opportunity Employer. The Providence School Department does not discriminate on the basis of race, age, sex, religion, sexual orientation, gender identity or expression, national origin, color, disability or veteran status. Vision: The Providence Public School District will be a national leader in educating urban youth. Mission: The Providence Public School District will prepare all students to succeed in the nation's colleges and universities, and in their chosen professions.

PLEASE POST

File Name: High School Assistant Principal – TBD