

## ADMINISTRATIVE JOB OPENINGS

### **BRIDGEPORT PUBLIC SCHOOLS**

45 Lyon Terrace, Suite 310  
Bridgeport, Connecticut 06604

Carole Pannozzo

Executive Director of Human Resources  
cpannozzo@bridgeportedu.net

### **ASSISTANT ELEMENTARY PRINCIPALS (Ten Months)**

*(School Assignment to be Determined)*

#### **RESPONSIBILITIES:**

- Ensures that students receive the instruction and other professional support necessary given their individual needs and abilities, in order to allow them to attain mastery in verbal and written communication, reading comprehension, mathematics, and thinking and decision-making skills, and to meet other goals and objectives established by the School and the District.
- Assists in supervision, evaluation and support of the performance of students.
- Assists in the supervision and evaluation of teachers and other staff members according to contractual agreement.
- Assists in developing a school-based professional development program that supports the district's initiatives and provides for continuous growth and development of all staff members.
- Ensures that the mission statements of the school and the School District are the driving force for all school decision-making.
- Assists with registration, scheduling, programming attendance, grade reports, as well as district, state and national reports.
- Assists in establishing and implementing pupil disciplinary procedures and policies within the limits of the Board of Education policies.
- Conducts regular classroom observations to ensure that the delivery of instructional services to students is appropriate, challenging, engaging, standard-based, interactive, culturally sensitive, and related to their personal experiences.
- Supports teachers by engaging them in meaningful professional development programs, conducting demonstration lessons, organizing mentorship programs, and providing resources and materials.
- Maintains a positive and productive relationship with students, teachers, parents, and community businesses and leaders.
- Performs all other duties as assigned by the Principal.

#### **REQUIREMENTS:**

- Connecticut certification as an Intermediate Administrator, endorsement No. 092.
- A minimum of five successful years of teaching experience at the elementary or secondary level.
- Knowledge and understanding of the teaching and learning process, including curriculum development, data based decision making, instructional improvement, standards of assessment and effective professional development.
- Knowledge and understanding of elementary school programming: including the delivery of special and bilingual education services, student assistance team and other special programs.
- Ability to communicate orally and in writing with staff members, students, parents and community.
- Demonstrated public relations skills.
- Demonstrated managerial skills, to include delegation, effective decision-making, interpersonal relationship skills and problem-solving skills.
- Ability to collaborate with the entire school-community in order to effect school improvement.
- Proficient in computer technology.

**This is a Group IV position as defined by the Agreement between the Bridgeport Board of Education and the Bridgeport Council of Administrators and Supervisors, Local 46, AFL-CIO. Salary range for the 2009-2010 is M.A. -\$90,715 to Ph.D. -\$112,108. If interested in applying, please send a letter of intent, resume and a copy of the appropriate certification to the Office of Human Resources by: Thursday, February 4, 2010.**

*"The Bridgeport Board of Education is an Affirmative Action/Equal Opportunity Employer."*

CP

1/14/10

**PLEASE POST**