

Newburgh Enlarged City School District

Job Description

TITLE:	House Principal, P-TECH (High School)
---------------	--

REPORTS TO:	Executive Principal, Newburgh Free Academy Executive Director of Secondary Curriculum & Instruction
--------------------	--

QUALIFICATIONS:	<ul style="list-style-type: none">• Holds a NYS administrative certificate , SAS or SBL• Has experience as a school or team leader, curriculum and assessment writer, staff developer, and preferably higher education instructor• Has a demonstrated capacity to drive exceptional student outcomes• Is proficient in student achievement data analysis• Is dedicated to working with underserved students and their families• Is an effective communicator and a passionate learner• Has clear and strong pedagogical vision of a 9 – 14 school• Has demonstrated experience partnering successful with business and/or nonprofit partners, preferred• Has a STEM-related professional background, preferred
------------------------	--

JOB GOAL:	To build and run a highly successful, continually growing 9 – 14 Academy (“school-within-a-school”) whose mission is to provide students with an educational experience that culminates in students earning both a high school diploma and an A.A.S. degree in a branch of the Information Technology field.
------------------	--

DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none">• Provide leadership in the areas of curriculum, instruction, and assessment for the school.• Regularly collaborate with and report to the P-TECH Steering Committee on school developments and new directions.• Keep the Executive Principal and the Executive Director of Secondary C & I informed of the school’s activities and progress.• Provide a school environment that supports a rigorous, challenging and integrated high school, college, and workplace learning educational experiences as well as a caring and dedicated culture for student growth.• Create an integrated college learning experience throughout the 9-14 school years by working closely with liaisons from industry and from IHE.• Partner with Industry and with the IHE to build a robust curriculum scope and sequence that includes workplace learning and that leads to an A.A.S. degree in 4, 5, or 6 years.
-------------------------------------	---

DUTIES AND RESPONSIBILITIES (continued)

- Create and sustain a progressively rich and integrated Workplace Learning strand within the program that includes project-based learning, worksite visits, speakers, mentoring, and internships, by working with industry and college partners.
- Ensure that classroom instruction is delivered in a manner appropriate to the needs and characteristics of enrolled students.
- Create a pipeline of middle school students through a comprehensive recruitment plan for these students and their parents, including ample printed information about the program, student requirements, and the application process.
- Develop extended school schedules that are original, practical, and that respond to the needs of the P-TECH school.
- Provide and facilitate high quality professional learning experiences.
- Establish systems to monitor the quality of both the written and taught curriculum, as well as the quality of the student experience overall.
- Maintain close contact with all students and their families throughout each student's tenure at the school.
- In collaboration with the Executive Principal, proposes schedules of classes and extracurricular activities.
- Identify and recruit additional industry and community partners as the school grows to support components of the 9-14 model.
- Seek and obtain additional funding for school programs and operations.
- Work collaboratively with other Principals and district administrators on district-specific initiatives.
- Make recommendations concerning the school's administration, staffing, and instruction.
- Manage physical plant and infrastructure of school in collaboration with building level and district level administrators.
- Remain current in research that supports curriculum and assessment design.
- Monitor instructional environment to ensure materials, resources and supplies are available, the classrooms are healthy safe and conducive to learning and technology is accessible and utilized for its intended purposes.
- Maintain a school web page that is easily accessible to parents and includes pertinent information, links, and resources.
- Manage the school budget to maximize resources to improve student achievement.
- Maintain high standards of student conduct and enforce discipline as necessary, according to due process to the rights of students.
- Supervise the maintenance of accurate records on the progress and attendance of students.
- Participate in the selection and supervision of all school building personnel.
- Evaluate and counsel all staff members regarding their individual and group performance.
- In collaboration with the Executive Principal, requisition supplies, textbooks, and equipment, and conduct inventories and maintenance of records of such material.
- In collaboration with the Executive Principal, assume responsibility for the safety and administration of the school plant.
- Serve as a passionate and dedicated spokesperson for the school and the 9-14 model within the district, state, P-TECH community, and the national educational network.
- Work with various members of the central support staff on school support services such as transportation and special services.
- Engage in other duties as may be assigned by the Superintendent or his/her designee.