



Job Title: Assistant Principal

Employment Type: Full-Time

Reports to the Principal

Our School:

Cristo Rey Brooklyn is a Catholic high school partnering with families of all creeds to educate deserving young people from underserved communities to become men and women of faith, purpose and service. By integrating a rigorous curriculum, a unique work-study experience and the support of an inclusive school community, we enable students to succeed in college and beyond with the values essential to a fulfilling life.

It is our vision to be considered one of the best high schools in New York as measured by academic growth and achievement, graduation rates and college success. Cristo Rey Brooklyn High School alumni will be recognized as lifelong learners, inspirational community and professional leaders, and committed to a purpose beyond self.

The Position:

Cristo Rey Brooklyn is seeking a dedicated educator to serve as our Assistant Principal (AP). The AP works closely with the Principal to provide mission leadership for faculty and students. The AP assists in ensuring the orderly functioning of the school including curriculum, instruction, and aspects of student life. The AP is a member of the Academic Leadership Team (ALT) and the Student Success and Accountability Team (SSA).

The Assistant Principal is a 12-month leadership role at our school. The AP is expected to conduct himself/herself in a manner that exemplifies professionalism, respect, honesty, and dignity, while keeping in mind the philosophy of *cura personalis*, the spirit of “care for the individual.” This person must also serve as a role model within the faculty/staff, demonstrating organization, communication, and collegiality, which will be an essential and integral part of the faith formation of our colleagues.

Qualifications and Experience:

Candidates for the Assistant Principal position must have the following:

- Strong background in a rigorous, standards-based teaching, college preparatory curriculum
- Evidence of an ability to analyze and utilize data to increase student achievement
- Demonstrated success as an instructional leader who creates a culture of continuous improvement
- Demonstrated ability to inspire, lead, and work collegially with faculty and staff
- Experience supervising and evaluating faculty and staff is a *strong plus*
- Demonstrated commitment to Cristo Rey’s mission and Catholic, faith-based education
- Strong commitment and ability to connect with low-income, urban, minority students and families

- Motivated by the potential accomplishments, innovations, and challenges of a growing institution
- Master's Degree in Education or Educational Leadership
- 5 year's experience in school site leadership (Assistant Principal, Department Chair, Dean of Students, etc) is a plus, but *not a requirement*
- Bilingual (Spanish or Creole proficiency) is a plus, but *not a requirement*

CRB Academic Assistant Principal's Job Description:

Student Support

1. Oversee Academic Support Program, office hours, tutoring, and academic probation.
 - a. Collaborate with Cristo Rey Network (CRN) Instructional Leaders and Cristo Rey (CR) School Leaders on student retention/success initiatives.
 - b. Supervise Academic Support Program (ASP) staff (ASP Coordinator & two teachers).
2. Collaborate with teachers, parents, and guardians to facilitate partnerships with families to further student achievement.
3. Serve on the Student Success and Accountability Team (including weekly meetings, and relevant action items as needed).
 - a. Conduct parent meetings for students deemed academically at-risk.

Faculty Staffing and Development

1. **Work with the Principal to recruit, interview, on board and retain teachers.**
2. Collaborate with the Principal to implement and develop an effective professional development plan, including a weeklong faculty and staff orientation.
3. Lead the effort to continually improve the level and quality of professionalism among teachers by ensuring that teachers demonstrate:
 - a. Appropriate classroom environment and management,
 - b. Professional internal and external communication,
 - c. Compliance with school policies regarding dress code and professional behavior,
 - d. Professional relationships among faculty, and between faculty and students,
 - e. Fair and equitable grading practices,
 - f. Timely updating of grades to PowerSchool,
 - g. Accurate Report Card/Progress Report grades, as well as comments where needed,
 - h. Frequent and appropriate parent contact.

Instruction and Curriculum

1. Advise, support, and mentor individual teachers to improve instruction through:
 - a. Consistent classroom observation and feedback (including scheduling learning walks).
 - b. Facilitating curriculum planning and evaluating annual, unit, and lesson plans.
 - c. Promoting continuous, high-quality (formative and summative) assessment as a means for evaluating student achievement.
 - d. Administering regular faculty and student feedback surveys.
 - e. Serving as an instructional coach for half of the faculty members (including bi-weekly check-ins and observations).
 - f. Conducting twice-annual formal observations for all faculty alongside the Principal.
2. Participate in the Academic Leadership Team (including bi-weekly meetings and relevant action items as needed).

- a. In collaboration with the Academic Leadership Team, identify academic program needs on an ongoing basis.
3. Manage the alignment and implementation of CRN curriculum to enhance student achievement.
4. Oversee implementation of Grade-Level Team meetings (recruit Grade Level Team Coordinators each year, train them as needed, and check in on progress quarterly).

School Operations

1. Coordinate coverages for teachers.
2. Coordinate quarterly school-wide student academic awards assemblies.
3. Coordinate two parent-teacher conferences each year.
4. Coordinate school-wide PSAT administration each October.
5. Coordinate school-wide midterm exams in January and final exams in June.
6. Collaborate with the Director of College Counseling to administer the SAT.
7. Oversee administration of Advanced Placement exams.
8. Oversee Summer Institute with the support of the Principal.
9. Morning greeting- Cafeteria or main entrance.

Collaborative Leadership

1. Support Admissions Office with admissions interviews.
 - a. Review student applications (admissions) in the absence of the Principal.
 - b. Attend 1-2 Open Houses per year and represent the Academic Department.
2. Assist Dean of Students and Director of Social Work with discipline matters
3. Work with Director of Campus Ministry to plan Baccalaureate Mass and Senior Dinner
4. Assist with morning greeting, hallway monitoring, cafeteria duty, and covering classes as needed.
5. Complete other duties as assigned by the Principal.
6. Assists School Leadership with the accreditation process and Mission Effectiveness Review.

Compensation and Benefits:

The salary range for this position is \$80,000-\$100,000.. The exact amount is commensurate with experience and education; it will be benchmarked with our peer local and Cristo Rey Network schools. Comprehensive benefits are included in the overall compensation package.

Application Process:

To apply: Please e-mail your cover letter and resume as a formal application. Be sure to send as an attached PDF to Ms. Deanna Philippe, Principal, at dphilippe@crstoreybrooklyn.org

Cristo Rey Brooklyn High School does not discriminate on the basis of race, color, national or ethnic origin, gender, sexual orientation or religion.