

Posting

HOLYOKE PUBLIC SCHOOLS
HOLYOKE, MASSACHUSETTS
Mr. David Dupont, Superintendent of Schools

POSTING# HEA201057

POSITION: 1 ASSISTANT PRINCIPAL

LOCATION: Kelly School

REQUIREMENTS:

- Master's Degree
- Training in Administration
- Massachusetts' Principal/Assistant Principal Pre-K-6, 5-8 Certifications.
- At least five (5) years of documented, successful school experience

DUTIES:

1. To execute such duties as assigned by the Principal.
2. To assist the Principal in establishing and maintaining an effective learning climate in the school.
3. To develop with Principal and guidance personnel standards of conduct and action conducive to the effective operation of the building and its classes.
4. To assert leadership in the development of the school handbook designed to define rules and regulations of the school with respect to student behavior.
5. To orient newly assigned teachers and other staff members and assist in their development, as appropriate.
6. To assist the Principal in the development, revision, and monitoring of the instructional program.
7. To accept responsibility, under direction of the Principal, for publicizing school programs and events.
8. To attend all public functions of the school.
9. To act in place of the Principal in his/her absence.
10. To assume a leadership role, under the direction of the Principal, in the process of the curriculum review, development and adaptation.
11. To consult with teachers on instructional problems as appropriate and to assist teachers in improving their classroom performance.
12. To assist the Principal in providing appropriate staff development opportunities for teachers and other staff.
13. To assert leadership in the coordination of the various components of the instructional program.
14. Other duties as assigned.

AVAILABLE: Immediately

SALARY: Per HEA Contract

APPLICATION: To apply, log on to the Holyoke Public Schools web-based application system at: <http://holyoke.eduresumes.com/> Please upload your cover letter, resume, transcript(s), three (3) letters of recommendation, and certification files here to be considered as an applicant

CUT OFF-DATE: July 6, 2010/available until filled