

Date Posted: July 6, 2010

Due Date: July 23, 2010

PLEASE POST

Assistant Principal – Instruction Vacancy

(Positions subject to budget availability)

Urban Assembly New York Harbor School (02M551)

Position: Assistant Principal –Instruction

Location: U.A. New York Harbor School
Governors Island, NY 10004

Overview: Assistant Principal- Instruction. (12 month) The Urban Assembly New York Harbor School is looking for an outstanding instructional leader to work with our staff and students to continually improve student achievement as we move our school this year to Governors Island in the middle of New York Harbor. Candidate should be an experienced master teacher who advocates a student-centered education and is adept at working with all staff to develop strategies to enhance student learning outcomes.

School Description: The Urban Assembly New York Harbor School has established itself as one of the most exciting schools in the city for teachers and students. We use New York Harbor as an extra classroom through an interdisciplinary program that regularly puts students on the water. We are a College Preparatory Career and Technical Education (CTE) school, where students choose to specialize in Marine Science, Marine Policy or Marine Technology or Scientific Diving (SCUBA). Students and staff travel via ferry from lower Manhattan to our location on Governors Island. Our school has an extended day/year. Please visit our website at www.newyorkharborschool.org to learn more about the school. Interested candidates should send a resume and statement of required certification under cover of a detailed letter to Sharon Jacker, at sjacker@schools.nyc.gov

Eligibility Requirements: Possession of a Regular New York City Supervisory License and New York State Certification as an administrator.

Duties and Responsibilities:

Because administrator roles in small schools are varied and complex, priority may be given to applicants who demonstrate in their experience, their resume, cover letter a commitment to the maritime and stewardship mission of the school as well as a willingness to successfully lead in these essential aspects:

- Responsible for a primary focus on instruction and reaching every student. This will include supervision and accountability of teachers in the development of curricula, curriculum maps, unit and lesson plans, and delivery of these lessons, and implementing strategies that improve student learning and achievement.
- Organization and implementation of supervisory classroom observations of instruction, as well as peer observations of instructions in order to improve delivery of instruction and student achievement.
- Coordinator of Special Education services working with Special Ed Department leader. This will include programming and implementation of Collaborative Team Teaching (CTT) classes, as well the development of our school's "Phase 1" city wide special education initiative.
- Responsible for staff Professional Development activities designed to enhance delivery of instruction and best practices for reaching every student. This professional development culture will ensure that our teachers collaborate within a professional learning community that provides a focused response to intervention for all students to be prepared for college and career.

- Coordinate and Supervise schoolwide CTE program, including all field classes and field trips and be responsible for adherence to field class safety protocols.
- Promote a climate for high academic and behavioral expectations of students.
- Clear knowledge and understanding on our school's student achievement data as a basis for instructional decisions.
- Have an expert knowledge of current instructional practices especially as related to differentiated instruction and learning targets.
- Practice an open door policy and developing best practice teaching with transparent methodology to assist in the professional development of all staff members.
- Collaborate in an interdisciplinary planning and teaching team.
- Serve as an advisory class teacher for a small "advisory group" of students at least three times per week, and attending professional meetings to support this work. This includes consistent parental contact with the parents of the advisory students, as well as orienting students to the program of the school; implementing the schools advisory curriculum, assisting students to develop and implement academic goal plans.
- Participate in school committees as necessary
- Attend weekly grade team and department meetings.
- Build a staff that collaborates and develops an integrated curriculum committed to the maritime theme of the school.
- Develop an individual growth plan with teachers in respective subject area in collaboration with the principal or assistant principal that will monitor progress and assess effectiveness in enhancing student achievement.
- Participate and lead staff meetings, overnight retreats and staff development activities.
- Additional responsibilities to be determined based on needs of school.

Selection Criteria:

The following list represents skills and areas of expertise that will increase a candidate's chance of being selected, but are not absolute requirements for applying.

- Evidence of capacity and willingness to carry out the above duties and responsibilities.
- Demonstrated commitment to promoting access and equity for all students.
- Evidence of working collaboratively to design and implement and revise curriculum that is appropriate to assist students in developing the competencies required to meet the New York State Regents requirements or equivalent exams.
- Demonstrated experience using experiential, outdoor, or "on the water" project based learning techniques.
- Evidence of commitment to the Maritime focus of the school and understanding of the many ways this focus could be implemented in all areas of the school's curriculum.
- Demonstrated ability and experience in creating and implementing units and classes that are assessed using learning targets or other performance based assessments.
- Committed to building a school culture where the staff collaborates and develops an integrated curriculum committed to the maritime focus (theme) of the school.
- Committed to working with the principal to develop individual growth plans for the teachers that will monitor progress and assess effectiveness in enhancing student achievement.
- Demonstrated ability to motivate, stimulate and challenge staff and students toward achievement of a high level of performance through rigorous academic standards.
- Documented record of excellent attendance and punctuality.
- Demonstrated ability to integrate reading strategies and writing activities into the daily class routines in all subject areas.
- Demonstrated knowledge of or familiarity with the New York State Regents examinations.

- Demonstrated ability to conduct literacy and/or math workshops that allow for student-directed growth in reading strategies and skills through a full spectrum of reading and math materials.
- Demonstrated ability to conduct professional development workshops for staff which allow students to develop their skills in all areas.
- Demonstrated ability to integrate technology and manipulatives into reading/writing process and presentation of student work.
- Demonstrated ability and experience with students whose reading levels are far below grade level.
- Demonstrated ability to implement strategies that address the needs of students whose reading levels are far below grade level, and for whom English is a second or third language.
- Knowledge and expertise in several subject areas will be considered an asset.
- In addition to an interview, AP candidates may be asked to participate in a lesson or unit plan development simulation.
- Applicants should also be prepared to provide a short writing sample on site before their interviews.

Work Schedule and Salary: As per collective bargaining agreement.

Deadline: Must be received (hard copy) no later than Monday, July 23, 2010.

Application: All applicants are requested to send a cover letter detailing the qualifications for the position for which they are applying and reasons why they are interested in working in the U.A.N.Y. Harbor School. Attach a resume and a list of three references (or letters of reference), to the attention of:

Sharon Jacker

sjacker@schools.nyc.gov

Please send materials via email.

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