



Position Description

Title: Assistant Principal for Teaching and Learning (Administrative, 12month)

Relationships: Collaborates with, is supported by and directly reports to the Principal. Collaborates with members of the school Administration. Supports, cultivates and mentors curriculum coordinators, faculty and students.

Summary

The Assistant Principal is delegated **primary responsibility** by the Principal for those areas in the academic program that deal with curriculum (collaborating on its development and its integration at the department and classroom levels), instruction (collaborating on the development of instructional techniques and approached) and student academic affairs (collaboration on student progress monitoring and student academic interventions). Areas of **primary direction** include departmental and school-wide curriculum and instruction development and monitoring, student academic placements, curriculum/instruction related tasks and student academic matters.

Areas of **shared responsibility and direction** include student intervention support (escalated), faculty development, faculty performance evaluation, the supervision of the learning environment, school culture/climate, and the fostering of the mission of Resurrection College Prep High School.

Qualifications

Dispositions: The successful candidate will aim to mediate a Catholic culture within the school faith community; communicate Catholic moral and intellectual values; demonstrate precision, accuracy, self-direction and collaboration in all areas of responsibility; develop joyful and professional interpersonal relationships with stakeholders; and view their service as a vocation that is grounded in truth, charity, hope and joy.

Experience: The successful candidate will possess at least eight (8) years of experience in an accredited secondary school with demonstrated experience in developing and fostering collaborative and dynamic relationships with stakeholders and in fostering a secondary school learning environment aimed at continual student growth for special student cohorts. Experience gained in a Catholic setting significantly strengthens the application.

Education and licensure: The successful candidate must possess a graduate degree as well as valid State of Illinois (or state with appropriate reciprocity) professional educator license and

endorsements as either Principal, Director of Special Education, or Teacher leader. All candidates must take and pass the necessary protocols to evaluate professional staff within the first year of employment.

Broader activities within Teaching and Learning

In collaboration with the Principal, the Assistant Principal will

1. Design and coordinate curriculum development and review process following the Understanding by Design model, ensuring that review and revision of curricula is aligned with the UbD model and is informed by relevant research and demonstrated student need.
 - a. Evaluate and oversee the updating of scope and sequence, UbD units, course syllabi and course materials.
 - b. Make evidence based recommendations regarding professional learning opportunities related to curriculum and execute a series of internal professional development opportunities.
2. Designs and coordinates instructional methods development and review process, ensuring that review and revision of instructional practice occurs continuously and is informed by research and student need.
3. Collaborate to ensure the school's overall academic goals are promoted and integrated within and across departments
4. Develop, guide, and support curricular innovation, including the development of new courses, the modification of existing courses, and the development and supervision of interdisciplinary initiatives (i.e. STREAM program, Business Program)
5. Serve as a liaison between faculty and Curriculum Coordinators in need of administrative supports surrounding the curriculum.
6. Makes evidence based recommendations to the Principal regarding professional learning opportunities related to teaching and learning.
7. Facilitate the coordination of the interim assessment process to ensure opportunities for a comparison of interim assessment data and to benchmark progress towards college readiness and course objectives
8. Integration of testing program data (ACT, AP, ASPIRE, PSAT, SAT) into school instructional practice

Specific tasks:

1. Assist the Principal in the fostering of the Catholic mission of the school, ensuring its pervasiveness in all aspects of the life of the school community and the implementation of a shared vision for innovation in classroom teaching and learning.
2. Determine, design, and facilitate faculty professional development, informed by student data, related to position.
3. Operationalize curricular, instructional, and student achievement goals.
4. Direct the process and logistics of the Cognia and other accreditation visits.

5. Oversee Advanced Placement program and curriculum
6. Coordinate the development and execution of the Curriculum guide, credit recovery and summer academic enrichment.
7. Coordinate Parent-teacher conferences and textbook/materials selection process.
8. Process parent and stakeholder positive and negative feedback, related to academics, thus ensuring reinforcement of educational strategies that are successful in their continuous development of curriculum and instruction.
9. Student teachers and interns development and coordination.
10. Provide instructional and curricular supervision following the Danielson model.
11. Other duties as assigned by Principal