



International
Baccalaureate

BISHOP LUDDEN

JUNIOR-SENIOR HIGH SCHOOL



International Baccalaureate Accredited School

JOB DESCRIPTION

Job Title: Assistant Principal

Qualifications: NYS certification as a School Building Leader or SAS/SDA (or proof of working towards SBL)

Master's degree from an accredited college or university

Teaching experience

Purpose Statement: Bishop Ludden Jr/Sr High School, an International Baccalaureate (IB) School, is seeking an energetic, qualified Assistant Principal to join our administrative leadership team. The successful candidate will work closely with the principal, administrative staff, teachers and support staff to promote a strong academic program grounded in the teachings of the Catholic faith with the potential opportunity of an administrative succession plan.

Major Duties/Responsibilities:

- Participate in the development and evaluation of educational programs.
- Promote the use of technology in the teaching/learning process.
- Promote a positive, caring climate for learning
- Assist in the planning and development of daily school activities such as class schedule, teacher assignments and extracurricular activities.
- Coordinate SAT/PSAT Exams w/ Guidance
- Staff supervision/evaluations and daily walk-thrus
- Coordinate 7,8 and 9th Grade Orientation
- Oversee Title I funding
- Assist in developing a student discipline management system that results in positive student behavior.
- Coordinate January /June Regents Testing
- Coordinate NYS Assessments
- Coordinate Textbooks
 - Distribution of textbooks
 - Submittal of orders
 - Annual Inventory
- Coordinate Staff Attendance
 - Establish Call-in procedures
 - Provide substitute coverage
 - Lesson Plans
 - Supervise substitutes
 - Develop substitute coverage procedures (emergency lesson plans)
- Co-Coordinate Special Events (i.e. NHS, Honors Night, Sports Banquet)
- Supervise Extracurricular activities
- Oversee implementation of i-Ready
- Co-coordinate Middle States Evaluation
- Co-Coordinate Student Locker Assignments
- Co-Coordinate Opening Day Procedures
- Assist with student discipline
- Additional responsibilities as assigned by Principal

Supervisor: Building Principal