



# Binghamton City School District

Christopher Columbus School  
164 Hawley Street  
PO Box 2126  
Binghamton, NY 13902-2126  
(607) 762-8100  
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## POSITION DESCRIPTION

<b>Position:</b>	<b>ASSISTANT PRINCIPAL</b>
<b>Qualifications:</b>	NYS School Building Leader (SBL)
<b>Preferred:</b>	A minimum of five years successful experience in elementary or secondary education including teaching.  Leadership experience.  Current knowledge of Common Core Learning Standards, student assessments, and Annual Professional Performance Review.
<b>Reports to:</b>	Executive Director of Human Resources and Operations.

## Performance Responsibilities

### The successful candidate will:

- Assist the principal in the overall administration of the school and serve as the principal in the absence of the regular principal.
- Participate in the development and implementation of school practices in all areas as a member of the administrative team.
- Assist in the interpretation of school and district programs, policies and procedures to students, parents, staff, and community.
- Develop and implement policies to effect positive student behavior in the school and provide guidance and counseling to students, parents, and teachers on issues relating to student behavior and attendance.

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- Collaborate with social workers, counselors, nurses, and teachers in areas of pupil personnel services, including student attendance, and, when necessary, make appropriate referrals for testing, guidance, or psychological services.
- Assist in the supervision of staff and students within the school, and oversee disciplinary procedures, and associated record keeping.
- Work with community and government agencies on school related matters.
- Participate in the coordination, implementation, and supervision of co-curricular activities.
- Assist the principal in compiling the annual budget, conducting inventories, maintaining records, and checking on receipts for such material.
- Supervise the registration, scheduling, testing, and management of student data.
- Share with the principal the responsibility for protecting the health and welfare of students and staff.
- Conduct safety inspections and safety drill activities.
- Assist in the preparation of student master schedules.
- Oversee the preparation and distribution of student and teacher handbooks.
- Provide building instructional leadership and program leadership.
- Observe and evaluate teachers and supervise/evaluate support staff.
- Participate on District committees.
- Other duties as assigned by the building Principal, the Executive Director of Human Resources and Operations, or the Superintendent of Schools.

**Terms of Employment:** 210 Days. Salary, Category I, is established by the Binghamton Administrative and Supervisory Association Contract.

**Evaluation:** Annual performance evaluation conducted by an Assistant Superintendent assigned by the Superintendent of Schools

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