

JOB DESCRIPTION ASSISTANT PRINCIPAL

DEFINITION:

New Village is an all-girls, public charter high school committed to creating a learning environment characterized by respect and kindness. New Village students are expected to become self-reliant women through the development of the skills, ambition, and self-confidence necessary to lead productive, successful lives.

New Village is a small school where some of the most underserved students in Los Angeles have full access to extraordinary learning opportunities normally reversed for elite students.

Under the supervision of the Principal, the Assistant Principal is responsible for the development and implementation of Big Picture Learning practices tailored to meet the unique needs of our students and their community. The Assistant Principal is the designated administrator in the absences of the Principal.

RESPONSIBILITIES:

- Implement, by instruction and action, the mission of New Village Girls Academy
- Create a positive and safe learning environment
- Coach teachers and advisors in Big Picture Learning practices: Advisory culture, Learning Through Internships, Interest-based projects, and Exhibitions of Learning.
- Lead professional development trainings on strategies aimed to improve instructional practices and service to students
- Consult with all stakeholders about students in need of socio-emotional or academic support
- Act as the testing administrator for all mandatory testing including, but not limited to, ELPAC, SBAC, CAST, STAR 360 and PFT
- Assist with the organization, implementation and participation in Wellness Days
- Attend and design weekly staff meetings, 10 professional development days annually and daily morning briefings
- Request approval for days off via email from the Principal and forward the approval to the office manager
- Report emergency absences and tardiness via text message to both the Principal and the office manager
- Other duties as assigned by the Principal

REQUIRED SKILLS AND EXPERIENCES:

- Valid credential in school administration or teaching
- Excellent Interpersonal Skills
- Excellent Organizational Skills
- Excellent Oral and Written Communication Skills
- Demonstrated ability to resolve conflict
- Access to reliable transportation

DESIRED SKILLS AND EXPERIENCES:

- Master's Degree in Education, School Administration or a related field
- 3 years experience in school administration
- Bilingual (Spanish/English)