

BRIDGEPORT PUBLIC SCHOOLS
45 Lyon Terrace, Bridgeport, CT 06604

HIGH SCHOOL PRINCIPAL
BASSICK HIGH SCHOOL

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The school district serves nearly 19,200 students in 40 schools and programs. The mission of the district is to provide excellence and equity in education for every child at every level by focusing on quality instruction and providing efficient systems and structures in schools to sustain a culture committed to success. The district also strives to provide a culturally responsive, high-performing learning environment where students thrive academically, socially, emotionally, and civically.

ABOUT THE AREA

Bridgeport, with a population of 149,000, is the state's largest city. It sits along Long Island Sound and has many offerings for residents and visitors, including parks, a zoo, an arena for sporting events and concerts, and a new outdoor amphitheater for summer shows. A ferry connects the city to Long Island and major highways and rail service are easy transportation options.

RESPONSIBILITIES:

1. Provides in-person effective instructional leadership to the school community.
2. Ensures that students under your supervision receive the instruction and other professional support necessary given their individual needs and abilities, to allow them to attain mastery in verbal and written communication, reading comprehension, mathematics, thinking and decision-making skills, and to meet other goals and objectives established by the District.
3. Develops a school-wide organization for optimum staff effectiveness.
4. Ensures that the school's mission statement is the driving force for all school decision-making.
5. Develops, implements, monitors, and evaluates a long-range strategic plan that is inclusive and focused on instructional improvement.
6. Supervises and evaluates school staff to ensure optimum student achievement.
7. Supervises and evaluates administrative staff to promote instructional leadership.
8. Promotes parental, student, and community involvement.
9. Supervises registration, scheduling, programming, attendance, grade reports, as well as district, state and national reports.
10. Establishes procedures to enhance safety and security of pupils and staff.
11. Implements student discipline and attendance policies.
12. Develops and implements site-based professional development.
13. Manages school budget, maintains accurate records and prepares reports as requested.
14. Fulfills other duties, as designated in the principal's job description.

TASKS INVOLVED IN FULFILLING ABOVE RESPONSIBILITIES:

1. Supervises and evaluates certified secondary staff, ensuring that the proper elements of instruction are implemented; coordinates the teacher supervision and evaluation processes with the assistant principals.
2. Evaluate assistant principals and the activities director.
3. Supervises secretarial, paraprofessional, and custodial staff (in conjunction with the Coordinator of Buildings and Grounds) in the performance of their duties.

4. Manages staff and program improvement processes, as well as teacher Professional Development Plans. Evaluates all staff assigned to the building. School Improvement Plans and Overseeing all school-based grants.
5. Screens, interviews and recommends the selection of staff.
6. Assures the existence of a faculty participating decision-making process through the department chair structure.
7. Manages all staff orientation processes.
8. Manages and edits all communication.
9. Manages all building security and staff procedures, including evacuation and emergency plans.
10. Co-supervises custodial services within the building maintenance team.
11. Interprets policies related to faculty, staff and students.
12. Responds to and resolves complaints and grievances of students, staff and parents.
13. Develops building objectives and procedures to facilitate the delivery of programs, student discipline, scheduling and recordkeeping.
14. Supervises athletic events, evening school functions, and attends school-related community events.
15. Manages field trips, out-of-state trips, and related transportation requests.
16. Manages school safety and security processes including crisis management procedures.
17. Plans, conducts and attends meetings with teachers, other District staff and the community.
18. Takes steps to ensure excellent public relations, i.e. School Website, ParentSquare Communications, and Newsletters.
19. Manages all advisory groups, including teacher, staff, parent and student groups. Plans and implements recognition events such as academic award banquets, recognition assemblies and graduation ceremony.
20. Supervises the completion of, or completes, reports required by BPS and CT SDE.
21. Manages all student grade reporting processes, honor roll and student records.
22. Collaborates with other District administrators in assessing and recommending District programs and policies.
23. Coordinates the total curriculum with all departments.
24. Leads high standard implementation process, including curriculum development, standards assessment, recordkeeping, and reporting.
25. Assures and implements building site-based decision-making processes.
26. Manages, analyzes and interprets data, including assessment results, for school improvement purposes.

REQUIREMENTS:

1. Certified as an Intermediate Administrator (092) - required
2. Three years (five years preferred) successful administrative experience (elementary or secondary level) - required
3. Five years successful record of teaching.
4. Knowledge and understanding of the teaching and learning process, including curriculum development, instructional improvement and standards of assessment.
5. Knowledge and understanding of elementary school programming, including special education, bilingual education services, and all special programs.
6. Ability to effectively communicate (both orally and in writing) with staff members, students, parents and community.
7. Experience building positive community and working relationships.
8. Excellent managerial skills including delegation, effective decision-making and problem-solving.
9. Ability to collaborate with the entire school-community in order to lead to school improvement and achievement.
10. Proficient in use of computers and technology.

This position is in accordance with the Agreement between the Bridgeport Board of Education and the Bridgeport Council of Administrators and Supervisors (BCAS).