

Category: **Administration/Principal**

Date Posted: **12/21/2018**

Location: **Cesar Batalla School**

Date of Availability: **08/19/2019**

Date Closing: **01/25/2019**

### **2019 – 2020 SCHOOL YEAR**

Bridgeport Public Schools  
45 Lyon Terrace  
Bridgeport, CT 06604

### **ELEMENTARY SCHOOL PRINCIPAL (PreK-8) CESAR BATALLA SCHOOL**

#### **RESPONSIBILITIES:**

- Provides effective instructional leadership to the school community.
- 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.
- Develops a school-wide organization for optimum staff effectiveness.
- Ensures that the school's mission statement is the driving force for all school decision-making.
- Develops, implements, monitors, and evaluates a long-range strategic plan that is inclusive and focused on instructional improvement.
- Supervises and evaluates school staff to ensure optimum student achievement.
- Supervises and evaluates administrative staff to promote instructional leadership.
- Promotes parental, student, and community involvement.
- Supervises registration, scheduling, programming, attendance, grade reports, as well as district, state and national reports.
- Establishes procedures to enhance the safety and security of pupils and staff.
- Implements student discipline and attendance policies.
- Develops and implements site-based professional development.
- Manages school budget maintains accurate records and prepares reports as requested.
- Fulfills other duties, as designated in the principal's job description.
- Fulfills other duties as requested by the Assistant Superintendent.

#### **REQUIREMENTS:**

- Certified as an Intermediate Administrator (092)

- Five years successful record of teaching and a minimum of Five (5) years in an urban district as an administrator.
- Knowledge and understanding of the teaching and learning process, including curriculum development, instructional improvement, and standards of assessment.
- Knowledge and understanding of elementary school programming, including special education, bilingual education services, and all special programs.
- Ability to effectively communicate (both orally and in writing) with staff members, students, parents, and community.
- Experience building positive community and working relationships.
- Excellent managerial skills including delegation, effective decision-making and problem-solving.
- Ability to collaborate with the entire school community in order to lead to school improvement and achievement.
- 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).**

**Note: Only those who meet the position requirements will be interviewed. Candidates who wish to apply should access the Bridgeport Public Schools' AppliTrack system:**

<http://applitrack.com/bridgeport/onlineapp>

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