

DIRECTOR OF CENTRAL MAGNET HIGH SCHOOL (12 MONTHS)

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Category: **Administration/Director**

Date Posted: **2/22/2019**

Location: **Central High School**

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

Date Closing: **03/22/2019**

**2019-2020 SCHOOL YEAR
ADMINISTRATIVE JOB OPENING**

BRIDGEPORT PUBLIC SCHOOLS

45 Lyon Terrace, Room 310

Bridgeport, CT 06604

**DIRECTOR OF CENTRAL MAGNET HIGH SCHOOL
(12 MONTHS)**

The position of Director of the Central Magnet High School assists the Central High School Principal in establishing and maintaining measures and procedures for optimum effectiveness of all aspects of the Magnet High School component. The Director will report directly to the Central High School Principal, who is the building supervisor.

RESPONSIBILITIES:

- Provides visionary leadership for an exceptional academic magnet program.
- Ensures that students 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, and thinking and decision-making skills and to meet other goals and objectives established by the School and the School District.
- Provides leadership in the development, implementation, and evaluation of the Central High School Magnet.
- Participates in the recruitment, selection, training, supervision and evaluation of magnet staff.
- Develops magnet school organization for optimum staff effectiveness.
- Supervises all aspects of the High School Magnet School program, including recruitment, registration, scheduling, programming, attendance, grade reports, as well as School District, state and national reports.
- Establishes relations with higher education and community-based organizations to enhance educational programs.
- Implements students' discipline and attendance policies, conferring with parents, teachers and students as appropriate.
- Works cooperatively with the Central High School principal to ensure integration of the magnet school within Central High School.
- Develops and implements site-based professional development.
- Promotes active parental involvement in the magnet high school.
- Fulfills other duties as required for student and staff success.

- Performs all other duties as assigned by the Principal.

REQUIREMENTS:

- Connecticut Certified as an Intermediate Administrator, endorsement No. 092
- A minimum of five (5) years successful record of teaching and five (5) years of successful record of administrative experience at the secondary level.
- Knowledge and understanding of the teaching and learning process, including curriculum development, instructional improvement, standards of assessment.
- Knowledge and understanding of secondary level programming, including the delivery of special education and bilingual education services and all special programs.
- Ability to communicate orally and in writing with staff members, students, parents, and the community.
- Excellent public relations skills.
- Managerial skills, to include delegation, effective decision-making, interpersonal relationship skills and problem-solving skills.
- Ability to collaborate with the entire school-community in order to effect school improvement.
- Knowledge of the Connecticut High School accreditation process.
- Proficient in computer technology.

CLOSING DATE: FEBRUARY 22, 2019 – MARCH 22, 2019

This is a Group II position in accordance with the Agreement between the Bridgeport Board of Education and the Bridgeport Council of Administrators and Supervisors, Local 46, AFL-CIO.

Qualified candidates who wish to apply should access the Bridgeport Public Schools' website:

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

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