



**CHRISTIAN BROTHERS ACADEMY
SYRACUSE, NEW YORK**

ASSISTANT PRINCIPAL FOR THE JUNIOR HIGH SCHOOL

Christian Brothers Academy is a private, Catholic, coeducational college preparatory school established in 1900 by the Brothers of the Christian Schools, a religious order founded by St. John Baptist de La Salle. The student body of 7th through 12th graders reside in Syracuse and over 30 different surrounding communities. The school enjoys a rich and distinguished tradition of academic, spiritual, athletic, and co-curricular excellence. The typical CBA graduate matriculates directly to a 4-year college.

CBA operates with an administrative team of President, Principal, and Assistant Principals for Academic Affairs, Student Affairs, and the Junior High School. The Directors of Athletics, Admissions, Campus Ministry, Development, Finance, and Guidance have prominent roles at the school. The Assistant Principal for the Junior High oversees many of the activities that relate to those students and staff. This is a 10-month, part-time position, which will be combined with a teaching schedule.

JOB DUTIES

- Assist the Principal in promoting and fostering the Lasallian charism of the school.
- Create a positive school environment by inspiring a community spirit, a commitment to excellence, and institutional pride.
- Assist with the hiring, training, development, and supervision of 7th and 8th grade teachers including classroom visits and formal observations.
- Facilitate 7th and 8th grade team meetings; foster teamwork and collaboration among the Jr. High teachers.
- Implement ways to further develop interdisciplinary activities across the curriculum.
- Oversee daily discipline and student management (halls, lockers, homeroom, lunch, etc.) Participate in discipline conferences for 7th and 8th grade students with the Assistant Principal for Student Affairs.
- Maintain all communications with parents via phone, e-mail, personal meetings, group conferences, and Naviance emails.
- Coordinate Junior High meetings and programs to familiarizing parents, students, and staff with school programs, philosophy, organizational patterns, school policies, and contemporary issues.
- Collaborate with the Director of Admissions on all orientation programs and transition activities for new students. Serve as a member of the Admissions Committee.
- Coordinate all New York State testing (grade 8) and maintain the CNYRIC Data Warehouse.
- Complete all Junior High reports inc. NYS exam reports and data comparison reports.
- Plan and oversee the Jr. High calendar of activities and events.

- Coordinate Junior High programs and special events including the spelling bee, the 8th grade moving up ceremony, the 8th grade class picnic, and special guest speakers.
- Supervise and assist with teacher-sponsored trips including the 7th grade field trip and 8th grade trip.
- Attend and supervise all 7th and 8th grade activities, Student Senate events, the Jr. High musical, and Jr. High retreats
- Provide a visible presence at modified sporting events.
- Other responsibilities as assigned.

QUALIFICATIONS

- Committed to the ministry of Catholic/Lasallian education
- Master's Degree in school administration or related field required; CAS and NYS certification preferred
- Five or more years teaching experience – Jr. High school preferred
- Demonstrated leadership skills and vision for excellence
- Passion for working with middle school students and families
- Experience in community building and team development
- Excellent oral and written communication skills