

UrbanPromise Academy Job Description

Vision

The vision of UrbanPromise (UPW) is to be a community in Christ of servant leadership and transformation, seeking a full life for all involved: urban youth, families, staff, and volunteers, in the neighborhoods of our city.

Mission

The mission of UrbanPromise is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.

Job title	<i>Assistant Principal, UrbanPromise Academy</i>
Reports to	<i>Principal, UrbanPromise Academy</i>

Job Purpose

The role of the Assistant Principal is to carry out administrative duties and assist the Principal. The Assistant Principal must perform or supervise specialized work assignments, ensuring organizational standards are upheld. The Assistant Principal will also be supporting teachers in the improvement of instruction, fostering a healthy school climate and building strong relationships with families, thus improving the educational experience at UrbanPromise Academy (UPA).

Duties and responsibilities - Staff members are expected to strive for transformative quality in everything they undertake.

- **Foster Community in Christ**
 - Engage in personal spiritual development (get a mentor, bible study prayer and the like)
 - Support and engage in safe practices.
 - Participate in staff spiritual practice events (prayer, discipleship, bible study and the like)
 - Engage in professional development through staff retreats, training, and team building events.
 - Invest and support, through actions and attitudes, the UPW community.
 - Clearly communicate the vision and mission of UrbanPromise Academy to staff; empowering them to be effective in their roles.
 - Actively pursue UPW support raising goals through relationship development, support letters, fig trips and the like.
 - Have fun.
- **Supports Principal in Leadership and Management of Student Behavior**
 - Set high behavioral expectations for students.
 - Manage student behavior through a positive behavior system that incorporates student recognition and positive student feedback.
 - Oversee in-school suspension, ensuring that students are driving academic achievement during their classroom removal.

- Work with classroom teachers, camp directors and school leadership to document discipline referrals and track their progress and frequency.
 - Provide regular behavior reports to the leadership team.
 - Ensure that student behavior positively correlates with student achievement.
 - Enforce school behavioral code by administering and communicating appropriate consequences for behavior including detention, in school suspension and out of school suspension.
 - Assist staff and parents in developing student behavioral goals and processes for achievement; promoting desired student behavior toward the goal of attaining “full life for all involved” through intervention strategies.
 - Serve as support to staff in handling classroom management concerns.
 - Research and implement proven intervention strategies to improve behavior.
- **Manage Administrative Details of the Academy**
 - Maintain accurate records on the progress and attendance of students.
 - Prepare and maintain reports, records, lists and all other required information and data.
 - Plan, organize and oversee direct implementation of school activities.
 - Coordinate and work with volunteers and additional staff for school needs, problems, and/or effectiveness.
 - Recruit future students and volunteers.
- **Provide leadership, counsel and direction for students and families**
 - Maintain high standards of student conduct and enforce discipline as necessary.
 - Maintain communication with students’ families.
 - Monitor students’ academic progress to ensure appropriate, timely interventions and additional resources for students.
 - Attend special events held to recognize student achievement; attend school-sponsored activities, functions and events.
 - Coordinate and plan with staff and volunteers in assisting students to develop pathways to college and careers
 - Plan and coordinate chapel and Choose Life sessions.
- **Student Safety**
 - Ensure that students are fully supervised at all times (lunch, breaks, and the like).
 - Provide a safe, healthy activity environment and abide by UPW safety procedures.
 - Maintain confidentiality of information regarding each student and parent/guardian.
 - Be sensitive to indicators in the students of physical and/or emotional concerns (including issues of abuse, and take action as indicated by school/ministry policy, in accordance with state law).
 - Render aid, comfort, and instruction in case of an emergency.
- **Parent Interaction and Communication**
 - Develop professional, effective communication with parents/guardians to provide a coordinated educational experience for the child. (Phone calls, texts, email, conferences, and the like.)
 - Home visits as needed.
 - Offer opportunities for parent/guardian to come to the UPS/UPA.

- Attend at least one Parent Education night
- **Volunteers**
 - Coordinate placement and schedule.
 - Design activity/learning that volunteer is to engage in with students
 - Keep volunteer records (sign-in, evaluations, and the like).
 - Supervise, re-direct when necessary, evaluate effectiveness, and provide feedback to the volunteer.
- **Professional and Community Development**
 - Participate in workshops, educational opportunities, and in-service sessions to further professional growth, and to enhance teamwork and organizational effectiveness at UPA.
 - Attend and participate regularly in scheduled UPS/UPA/UPW events (chapel services, staff retreats, committee meetings, staff meetings, and the like).
 - Maintain open communication with, awareness of, and respect for the larger UPW structure (including UPA Students in the Streetleader Program).
 - Comply with UPS/UPA policies as outlined in the Faculty Handbook (dress code, standards of conduct and the like).
 - Foster a positive relationship with students both inside and outside of UPA. (occasional attendance at student events outside of UPA daily schedule. Including: games, performances, recitals, and the like.).
- **Report issues to authorities when necessary, child abuse/neglect, etc.**
- **Other duties may be assigned as needed.**