



## **Assistant Principal**

### **School Mission**

Brooklyn Jesuit Prep is a Jesuit middle school for low-income students in the East Flatbush neighborhood of Brooklyn. The mission of the school is to break the cycle of poverty through education, employing a rigorous, well-rounded program with an extended school day, summer leadership camp, and graduate support. BJP seeks an assistant principal to help elevate and expand the school's programming. Candidates for this position must be energetic, open to different roles, and a strong communicator and team member.

### **Role Description**

The Assistant Principal is a key member of the school's administration and supports the Principal in providing instructional leadership, managing school operations, and fostering a safe and effective learning environment. The Assistant Principal ensures student performance and achievement, performance management, and compliance with external regulations. This role also assumes full responsibility of school operations when the Principal is absent from the building.

### **Essential Responsibilities**

#### **Instructional Leadership**

- Teaches a reduced load of classes based on the needs of the school and abilities of the candidate, as assigned by the principal.
- Consults with the principal on best teaching practices to implement school-wide.
- Assist with teacher evaluations, coaching, classroom observations, and professional development.
- Support the implementation of curriculum, instructional programs and initiatives, and assessment practices.
- Coordinates the implementation of the NWEA MAP assessment in the fall and spring for all students; evaluates NWEA MAP assessment scores and standards to address with students and teachers.
- Coordinates the spring NY state exams.
- Assists the principal in the continual evaluation and development of the curriculum, as well as accreditation and sponsorship applications/reviews.
- Support the achievement of school goals by demonstrating a commitment to student learning as the top priority, and by fostering a school culture centered on continuous improvement and student outcomes.

#### **School Operations**

- Assist in the development and administration of school policies and procedures.
- Support daily operation of the school including, but not limited to, student drop off/pick up, facility maintenance, food service, scheduling, attendance and classroom coverage, training drills, and classroom management.
- Assists principal in developing the academic schedule.
- Assigns teachers to seasonal sports and activities; creates sports and activities rosters based on student interest.
- Is a part of the admissions team responsible for recruitment of new students, open houses, applications, and family interviews.

- Assists Principal in planning and execution of Camp Montmartre, 3-week summer program at Fairfield University.
- Obtains necessary fire safety, cafeteria, first aid, and other certificates to act as second or third in command in case of absences by staff.
- Is on-call for basic maintenance and IT support.

#### Student Services & Discipline

- Oversee student behavior management and enforce the student code of conduct.
- Manage the school's behavior tracking and referral system.
- Conduct investigations and administer appropriate disciplinary action.
- Collaborate with staff to address student social-emotional needs.
- Engage faculty in identifying and addressing student learning challenges to reduce and eliminate achievement gaps.

#### Family & Community Engagement

- Communicate regularly with parents/guardians regarding student progress and concerns.
- Represent the school at community events and meetings.
- Collaborate with community agencies to support student and family needs.

#### Other Job Functions

- Attend staff meetings and participate in conferences and other training to enhance job performance.
- Seek out professional learning opportunities and maintain professional licensure and certifications.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of highly effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.
- Perform other job-related duties as assigned.

#### Desired Qualifications

- Bachelor's degree in relevant field (Master's degree in an education field school leadership preferred but not required)
- Teaching experience (experience in a Catholic, Jesuit, and/or Nativity model school is preferred but not required)
- Some administrative experience in an educational setting preferred but not required

**Start Date:** July 1, 2026

**Salary Range:** \$75,000 to \$85,000 Commensurate with years of experience in education or related field(s).

This position is a 12-month, in-person role. Benefits (401(k), medical, dental, vision) go into effect immediately. Fordham University offers a 50% tuition discount for advanced degrees to Brooklyn Jesuit Prep employees.

**To Apply:** Interested candidates should submit a cover letter, resume, and a list of three professional references to BJP's Principal, Ms. Maysa Antonio, at [principal@brooklynjesuit.org](mailto:principal@brooklynjesuit.org). Qualified candidates will be contacted regarding next steps once all required application materials have been submitted. Applications will be accepted until the position is filled.

*BJP is an Equal Opportunity Employer; has an institutional commitment to diversity, and encourages applications from people of all backgrounds. People of all faiths are encouraged to apply, but candidates must be comfortable with the Catholic tradition and faith-based education/activities that are central to the school's mission.*