



**CHRISTIAN BROTHERS ACADEMY  
SYRACUSE, NEW YORK**

**ASSISTANT PRINCIPAL FOR ACADEMIC AFFAIRS**

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, Assistant Principals for Academic Affairs, Student Affairs, the Junior High School, as well as Directors of Athletics and Guidance. The Vice Presidents of Enrollment Management, Mission, Advancement, and Finance have prominent roles at the school. The Assistant Principal of Academic Affairs oversees the general academic programming of the school. This is a 12-month position.

**JOB DUTIES**

The Assistant Principal of Academic Affairs is delegated by the Principal to be in charge of all academic affairs of the school and is directly responsible to the Principal. The duties include the following:

- 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.
- Responsible for carrying out the prescribed curriculum of Christian Brothers Academy and State of New York.
- Responsible for coordinating the course selection process and student placement.
- With the Principal, supervises the Guidance Department. Responsible for monitoring student progress with the guidance counselors.
- Assists the Director of Guidance in preparing the master schedule and approves student schedules. With the Guidance Department, is responsible for all student schedule changes.
- Together with the Guidance Department, schedules and conducts class level meetings to discuss academic concerns.
- Supervises the administration of midterm and Advanced Placement exams, including ordering of exams and preparing testing and proctoring schedules.
- Responsible for overseeing grade reporting, maintenance of grading records, and report cards.
- Prepares and submits academic reports to all appropriate New York State authorities and other appropriate accrediting agencies.
- Responsible for having academic meetings with the guidance counselors.

- Responsible for overseeing Academic Eligibility, including eligibility reporting and mid marking period grade review. Oversees the appeal committee.
- Holds parent meetings of students who are failing, specifically after the first semester.
- Coordinates and supervises the Honors Night ceremony, including the National Honor Society induction with the NHS advisor.
- Coordinates Back-to-School Night and all parent-teacher conference days.
- Assists the Principal in planning for graduation.
- Assists the Principal in preparing staff development days.
- Responsible for answering parental inquiries regarding student progress and teacher concerns.
- Evaluates and updates the school curriculum and course offerings on a yearly basis.
- Responsible for the publication of the Course of Studies Book.
- Coordinates online courses and is the liaison with BOCES.
- Assists the Principal in the selection, retention, observation, evaluation, and supervision of the faculty.
- Coordinates the New Teacher Orientation and Mentoring Program.
- Meets with the new teachers once a month.
- Supervises the Student Information Specialist.
- Other responsibilities as assigned by the Principal.

**Candidates should possess the following skills:**

Collaborative leader; knowledge of strategic planning; understanding of best practices in instruction; knowledge of school scheduling; strong interpersonal skills; technologically competent; knowledge of the Catholic faith; strong organizational skills; up to date with NYS standards and curriculum; formidable presentation skills.

**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 & High School Preferred
- Demonstrated leadership skills and vision for excellence
- Passion for working with middle and high school students and families
- Experience in community building and team development
- Excellent oral and written communication skills