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| Job title | Assistant Principal |
| Reports to | Academic Director |
| Status | Exempt |

Job Purpose

The Gersh Organization is dedicated to changing the lives of children on the autism spectrum. Our team of professionals is committed to providing opportunities, inspiration, and guidance for every child to reach their full potential, regardless of the challenges they face. With our family of programs in various locations on Long Island and in Puerto Rico, Gersh is the leading provider of educational and support services for children on the autism spectrum and their families.

The primary function of this role is to support the Academic Director in the implementation of the academic curriculum and the professional development of the staff.

Duties and Responsibilities

Special Education Curriculum

- Supervise instructional programs, evaluate lesson plans, observe classes and encourage the use of a variety of instructional strategies and materials consistent with research on learning and child development.
- Ensure instructional programs address each student's needs, interests and skill levels and encourage the student to define individual goals and accept responsibility for learning while providing a variety of methods for the student to demonstrate performance and accomplishments.
- Analyze and report student performance data and utilize as a basis for curriculum improvement and staff development needs.
- Oversee implementation of Individual Education Plans.
- Continue to develop curriculum, program evaluation, allocation of instructional materials and resources, and coordination of activities, ensuring the curriculum is current and addresses the Learning Standards.
- Keep abreast of new information, evidence-based practices and innovative ideas.

Teacher Trainer

- Supervise and manage staff performance and facilitate professional growth of the school staff.
- Establish a professional rapport with students and staff. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel.
- Serve as a role model for teachers and students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility and demonstrating pride in the education profession.
- Assume responsibility for the health, safety and welfare of students, employees and visitors.



Qualifications

- Bachelor's Degree in Special Education or Related Field
- Master's Degree preferred with SBL/SDL Certification
- At least 4 years' experience working in special education
- Extensive experience working with children on the Autism Spectrum
- Highly developed communication skills
- Teaching Experience preferred
- Proven ability to collaborate with multiple stakeholders
- Experience in influencing both internal and external stakeholders / decision makers

Working Conditions

- Location: West Hempstead, NY
- Monday – Friday; 8:00am-4:00pm
- Must have flexibility to work evenings and weekends as needed based on school events
- School Office environment

Physical requirements

- Ability to sit for long periods
- Ability to move freely throughout building with no restrictions
- Must be able to keep students safe from themselves and others and in some cases, may need to implement CPI procedures
- Must be able to remove oneself from potentially harmful situations and in some cases be able to lift a child

Direct Reports

Classroom Staff

Job Type: Full-time