

ASSOCIATE PRINCIPAL
New Roots Charter School
Job Description
2026-2027

The Associate Principal is a vital part of the leadership team at New Roots, a small, intimate charter school emphasizing powerful community relationships that support student wellbeing and success, laying the groundwork for them to thrive in their adult lives.

The Associate Principal's primary responsibility is to facilitate and support coordination of the day-to-day operations in our 6-12 school program, ensuring alignment with established school practices, protocols, and procedures.

The Associate Principal is supervised by the Principal and Superintendent, and coordinates directly with members of the school leadership team, including the Academic Dean, the Dean of Students, the Dean of Postsecondary Success, and the Student Services Coordinator. Leaders within our highly collaborative environment actively engage students, families, and staff to facilitate a shared commitment to our vision and mission.

PRIMARY RESPONSIBILITIES

- Build positive relationships with students, families, faculty, staff and the school community.
- Promote a school culture that is consistent with the school's philosophy, mission and vision.
- Provide daily oversight of school operations, coordinating efforts of students, faculty and staff for a successful implementation of our school program.
- Support students, faculty, and staff in being accountable for program implementation and established goals.
- Monitor implementation of all aspects of New Roots Charter School programming, protocols, and procedures.
- Monitor student progress data regularly and coordinate staff response.
- Support classroom management.
- Supervise compliance with all state and federal laws related to implementation of IEPs and 504 plans.
- Coordinate staff interventions in response to data and emerging issues and needs.
- Coordinate school disciplinary interventions.
- Organize and supervise school events such as Community Meeting, conferences, Curriculum Night, and Celebration of Learning,
- Prepare reports for the Principal and Superintendent.
- Facilitates team meetings as assigned.
- Supervises staff as assigned.
- Supports excellent communication and a culture of collaboration between faculty,

families, and support staff.

SECONDARY RESPONSIBILITIES

- Support the development of a master schedule that addresses all students needs using known building resources (faculty and staff).
- Provide appropriate supervision for non-classroom activities before, during, and after school, lunch, and dismissal.
- Participate in school events outside of school hours.
- Evaluate the performance of teachers, as specified in established evaluation guidelines based on classroom visits and other information.
- Other responsibilities as determined by the Principal and Superintendent.

POSITION DETAILS

This is a 12-month position with a salary range of \$75,000.00 to \$85,000.00 depending on experience and credentials. Benefits include membership in the New York State Teachers Retirement System, health, dental and vision insurance, and paid time off in accordance with our Administrative Staff Work Conditions policy.

QUALIFICATIONS

- A valid NYS Teaching Certificate in School District Leader or School Building Leader (or equivalents) strongly preferred
- Experience teaching in NYS secondary schools and/or schools aligned with the New Roots model strongly preferred
- Knowledge of SchoolTool student information system preferred
- Demonstrated experience using data to inform successful interventions.

We anticipate that job responsibilities for all positions will evolve as our organization grows. Successful employees demonstrate capacity for flexibility and the multifaceted skills that will nurture this growth.

A sustainable community is a diverse, inclusive network of people. New Roots Charter School is an equal opportunity employer—applicants will be considered solely on the basis of qualifications and ability, without regard to race, religion, color, sex, age, national origin, sexual orientation, disability, or veteran status.

<https://newrootsschool.org/>