



Assistant Principal Ambassadors in Renewal Schools

The New York City Department of Education (DOE) seeks experienced DOE assistant principals who can demonstrate sustained success in driving student achievement growth, for multiple assistant principal vacancies in Renewal Schools.

Led by Chancellor Carmen Fariña, the DOE is committed to creating a system of 1,700+ high-performing schools.

Assistant Principal Ambassadors are Assistant Principals who apply and are selected to be assigned for one year (the “Ambassador Year”) to a Renewal School. There are 94 Renewal Schools across the City and each of them is creating a school program designed to provide an additional hour of instruction to be available for all students. Renewal Schools will also work with Community Based Organizations to have supplemental programs for students. For more information about Renewal Schools and to see a listing of these schools, please go to <http://schools.nyc.gov/AboutUs/schools/RenewalSchool>.

During the Ambassador Year, in addition to regular supervisory responsibilities, the Assistant Principal Ambassadors in Renewal Schools will be expected, consistent with the collective bargaining agreement (“CBA”), to support and engage in activities to promote the sharing, implementation, and development of instructional best practices in the Renewal Schools. Assistant Principal Ambassadors will have the same contractual rights and privileges as Assistant Principals, except as set forth below.

Assistant Principal Ambassadors shall receive additional compensation in the amount of \$10,000 per year, above the applicable Assistant Principal salary, for the term of this agreement, in accordance with the CBA.

Assistant Principal Ambassadors shall be expected to assist the Principal as required to develop and participate in programs to improve and implement professional development activities for school staff, student activities, and programs to increase and encourage parental involvement in the Renewal School. It is understood this effort will necessitate additional work beyond their regular work responsibilities and Assistant Principal Ambassadors will fulfill those responsibilities according to a schedule and plan to be approved by the Renewal School’s Principal and the Chancellor or the Chancellor’s designee, without additional compensation beyond the differential provided herein.

For Assistant Principals serving as Assistant Principal Ambassadors, seniority and longevity during and after the Ambassador Year shall be considered to be continuous as if there is no change in schools. The Ambassador Year will be for one school year, e.g. September to June. During that time, the Assistant Principal Ambassador will be assigned to the Renewal School. At the conclusion of the Ambassador Year, the Assistant Principal will be assigned back to their home school (i.e., the school they were assigned to prior to the Ambassador Year). Assistant Principal Ambassadors must commit to serve the full school year in the Renewal School and must commit to serve at their home school at the conclusion of their Ambassador Year for a minimum of one additional school year. The Chancellor may waive these provisions in extraordinary circumstances.

Individuals interested in applying to become Assistant Principal Ambassadors for Renewal Schools may apply by following the instructions below.

Selections will be made by the respective Principals of each school. All applicants must have a Satisfactory performance rating. The selections and assignments of Assistant Principal Ambassadors are subject to the approval of the Chancellor or the Chancellor’s designee.

ELIGIBILITY CRITERIA:

Applicants must possess a valid New York State certificate in School Administration/Supervision (SAS), School District Administration (SDA), or in School Building Leadership (SBL).

Applicants must currently be employed by the DOE as an assistant principal.

UNION AFFILIATION:

Principals and Assistant principals are covered by the Council of Supervisors and Administrators (CSA). Information regarding members' benefits and union coverage can be obtained by visiting the CSA web site at www.csa-nyc.org.

AN EQUAL OPPORTUNITY EMPLOYER:

It is the policy of the Department of Education of the City of New York to provide educational and employment opportunities without regard to race, color, religion, creed, national origin, alienage and citizenship status, age, marital status, disability, prior record of arrest or conviction (except as provided by law), sexual orientation, gender (sex), and to maintain an environment free of discriminatory harassment, including sexual harassment, or retaliation as required by civil rights law. Inquiries regarding compliance with this equal opportunity policy may be directed to: Office of Equal Opportunity, 65 Court Street, Room 1101, Brooklyn, New York 11201, or visit the OEO website at <http://schools.nyc.gov/Offices/GeneralCounsel/Investigative/OEO/default.htm>.

APPLICATION PROCESS:

Current DOE assistant principals may apply for consideration for an Assistant Principal Ambassador position by following the instructions below.

1. Go to the online application system at <https://nyc.teacherssupportnetwork.com/HomePrincipal.do?CareerPath=PRN>
2. If you are already a registered user in the system, log in using your existing login credentials. If not, click on the "Register Now" button and follow the registration process to create an account.
3. Before you are able to access the Assistant Principal Ambassador application you must complete the School Leader / Supervisory Candidate Profile.
4. Once you have completed this profile, click on the "Search All Positions" button in the left-hand navigation pane.
5. In the search options, select Position Type = Supervisor (DO NOT select Assistant Principal).
6. Next to the Assistant Principal Ambassador posting, click on the "Apply" button.
7. The Assistant Principal Ambassador application is only one page. Follow the instructions on the application page very carefully before submitting the application. Once an application is submitted it cannot be edited or deleted.