



## JOB POSTING #289

### PLEASE POST

**The City School District of Albany**  
**An Equal Employment/Affirmative Action Employer**  
**APSAA Employment Opportunity**

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<b><u>Date of Posting:</u></b>	January 2, 2024
<b><u>Position(s):</u></b>	Principal Monday – Friday
<b><u>Location(s):</u></b>	Giffen Memorial Elementary School
<b><u>Requirements:</u></b>	Valid NYS Certification: SAS/SDA or SBL
<b><u>Salary:</u></b>	Competitive per contract
<b><u>Deadline for Applying:</u></b>	Continuous until filled
<b><u>Start Date:</u></b>	July 1, 2024 or sooner

#### **General Statement:**

- Minimum five years (5) teaching experience
- Urban school experience preferred
- Demonstrated success in administration, supervisory and/or school based leadership positions

#### **Responsibilities:**

- Provides instructional leadership to staff including: academic and curriculum planning, review and implementation; and professional development
- Responsible for building administration and the safety and welfare of both students and staff
- Interacts with students to encourage the highest level of performance
- Manages all building staff personnel
- Resolves staff problems and provides support to teachers
- Provides general supervision to students
- Supervises extra-curricular activities
- Evaluates performance of teachers, programs and staff
- Provides in-service training to teacher as needed
- Maintains clear focus on continuous academic improvement process
- Prepares the school budget
- Maintains relations with parents, parent group, school volunteers and outside agencies
- Provide general support to building administrator

- Manages administrative team, instructional and civil service staff
- Responsible for the overall direction, coordination and evaluation of all unitsOther duties as assigned

### **How to Apply**

**OLAS:** <https://www.pnwbores.org/TeacherApplication/>

**E-mail:** [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)

**Post:** City School District of Albany  
Office of Human Resources  
1 Academy Park  
Albany, NY 12207

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