



**JOB POSTING #286**  
**PLEASE POST**

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

**Date of Posting:** April 6, 2017

**Position(s):** Assistant Principal

**Locations(s):** Philip J. Schuyler Achievement Academy

**Requirement(s):** New York State SAS/SDA or SBL Certification

**Salary:** Competitive, per contract

**Deadline for Applying:** April 20, 2017

**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 units

- Other duties as assigned

**All applications will be accepted through OLAS**

<https://www.pnwboces.org/TeacherApplication/>

City School District of Albany  
Office of Human Resources  
Academy Park  
Albany, New York 12207

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