



JOB POSTING #117
PLEASE POST

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

Date of Posting: December 1, 2017

Position(s): Assistant Principal

Locations(s): Pine Hills Elementary School

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

Salary: Competitive, per contract

Deadline for Applying: December 15, 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 teachers as needed
- Maintains clear focus on continuous academic improvement process
- Prepares the school budget
- Maintains relations with parents, parent groups, school volunteers and outside agencies
- Provides general support to building administrator
- Manages 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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