



**JOB POSTING #354 – Revised**  
**PLEASE POST**

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

<b><u>Date of Posting:</u></b>	July 28, 2017
<b><u>Position(s):</u></b>	Assistant Director of Pupil Personnel Services
<b><u>Location:</u></b>	District Wide
<b><u>Salary:</u></b>	Competitive, per contract
<b><u>Effective Date:</u></b>	August 2017
<b><u>Deadline for Applying:</u></b>	August 11, 2017

**Qualifications:**

- Master's Degree
- Minimum five years teaching experience and demonstrated success as a school level administrator
- Valid NYS SAS/SDA or SDL certification

**Summary:**

This is an administrative position that supports the work of the Director of Pupil Personnel Services in the areas of safe schools policy and procedures, and alternative education programs and services.

**Major Responsibilities and Duties:**

*Other duties may be assigned.\**

- Conduct Annual Review and any required revision of code of conduct in collaboration with all stakeholders.
- Conducts pre-hearing conferences for Superintendent hearings.
- Conducts pre-hearing conferences for students with disabilities on discipline issues.
- Conducts prevention services for school building relating to matters of school safety, anti-bullying, and gang prevention.
- Consults with school district attorney in matters of student discipline.
- Liaison for VADIR reporting.
- Provides oversight for all students returning from placement and incarceration.
- Liaison for family and city courts.

- Provides oversight for the District's Student Crisis Management Procedures and responds to crisis situations.
- Assure distribution of vernacular language version of code of conduct to tall students and families.
- Prepares applicable Federal and State Education Department reports.
- Supervises the Home Tutoring Program.
- Provides oversight for Alternative Education placements.
- Performs other duties as assigned by the Director of Pupil Personnel Services.
- Serves as District Homeless liaison.
- Review home based instruction and curriculum reports.

**Other Responsibilities:**

Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**All applications will be accepted through OLAS**

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

Email: [humanresources@albany.k12.ny.us](mailto:humanresources@albany.k12.ny.us)

City School District of Albany

Office of Human Resources

Academy Park

Albany, New York 12207

The City School District of Albany, New York, does not discriminate on the basis of Age, Race, Color, National Origin, Sex, Sexual Orientation, Disability or Marital Status in Employment or any of the educational programs and activities which it offers or operates, as it is required to do by Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the New York State Human Rights Laws.