



**JOB POSTING #101**  
**PLEASE POST**

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

**Date of Posting:** November 8, 2017

**Position(s):** Assistant House Principal (2 positions)

**Location(s):** Albany High School

**Salary:** Competitive, per contract

**Certification:** New York State SDA/SDL Certification

**Deadline for Applying:** November 22, 2017

**General Statement:**

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

**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 each individual to perform at their highest level
- 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
- Maintains relations with parents, parent group, school volunteers and outside agencies
- Manages instructional and civil service staff. Is responsible for the overall direction, coordination, and evaluation of all units
- Other duties, as required

**All applications will be accepted through OLAS**

**<https://www.pnwbores.org/olas/#!/default>**

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

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