

# PERSONNEL NEWS

Personnel Office

Jennifer Kazmark, Assistant Superintendent

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## Please Post

### VACANCY

## Assistant Principal (10.5 months) TJW/AGM Elementary Schools

### QUALIFICATIONS:

- Valid NYS Administrative Certification (SBL, SAS, or SDA) & Master's Degree.
- If certificate has not been issued, candidate must provide proof of eligibility for NYS certification.
- Completed application includes letter of interest, application (OLAS), all undergraduate and graduate transcripts, three letters of recommendation, and references.

*\*Please see attached job description for more information about this position.*

### SALARY:

**Commensurate with Experience**

To apply, please visit OLAS or [www.uek12.org](http://www.uek12.org) and navigate website to Employment page and click on the "OLAS" icon to visit the Teaching & Professional Online Application System

### Deadline for Applications:

06/10/22

**EOE**

njl  
5/23/22

**UNION-ENDICOTT CENTRAL SCHOOL DISTRICT**

## Assistant Principal

**Qualifications:** 1. Valid School District Administrator Certificate required (SAS/SBL or SDA)  
2. Master's Degree

**Reports to:** Building Principal

**Job Goals:** Assists the principal in directing and coordinating prescribed activities and programs. Provides leadership which would ensure the accomplishment of established goals, effective use of facilities and materials, and in general promote the welfare of the pupil in his educational environment. Assumes the role of the principal during short-term absences of the principal.

**Supervises:** Assists in Supervision of Building Faculty and Staff

### **Job Responsibilities:**

1. Curriculum Development and Implementation
  - a. Assists in the development of procedures to monitor curricula.
  - b. Works with other principals, assistant/associate principals, supervisors, Instructional Leaders, and teachers in the evaluation of curricula.
  - c. Analyzes student progress and identifies areas of needed progress.
  - d. Knows his/her school's curricula well, helps provide for its effective implementation and assures program articulation.
  - e. Acquires and makes use of the latest research and trends in education to enhance professional competency.
  - f. Provides instructional leadership and provides opportunities for the staff to develop new instructional skills.
  - g. Performs other duties as assigned by the Principal.
  
2. Building Administration
  - a. Administers discipline and attendance policies.
  - b. Assists with crisis management to maintain a safe environment for students and staff and to prevent potential problems.
  - c. Assists in planning and maintaining effective control of building use.
  - d. Keeps accurate and effective records and statistics.
  - e. May provide administrative liaison between the school and BOCES.
  - f. May represent the building on the Committee for Special Education (CSE).
  - g. Assists in the coordination of instructional and non-instructional services to produce effective building operation.
  - h. Regularly inspects the physical plant.
  - i. May work in conjunction with the principal and teachers to track and submit sub requests for school business
  - j. May serve on or be chairperson for the Site Safety Committee

## Assistant Principal (continued)

- k. Assists in the design of a master schedule and teacher duty schedule.
  - l. Assists with reporting data for VADIR, BEDS, Civil Rights, or other reports as needed.
  - m. Implements all Board policies.
  - n. Communicates effectively with building staff regarding overall school and district goals.
  - o. Performs other duties as assigned by the principal.
3. Staff Development
- a. Gives input to selection and assists in the orientation of new staff members.
  - b. Works with teachers on development of APPR goals, conducts classroom observations, and develops APPR summative evaluations as assigned.
  - c. Assists in evaluation of other staff members as assigned.
  - d. Aids teachers in developing skills for discovering, analyzing and providing for pupil needs.
  - e. Utilizes all available personnel. Seeks to match talents, abilities and interests of individual teachers with specific building and program needs.
  - f. Helps facilitate staff use of in-service programs and may provide in-service programming at conference days or other venues
  - g. Performs other duties as assigned by the principal.
4. Financial Planning and Management
- a. Assists in the planning and implementation of the budget for the building as assigned by the principal.
5. Communications
- a. Provides effective communication with teachers, parents, and students.
  - b. Assists in the preparation of a faculty, substitute teacher, monitors, student and/or parent handbooks.
  - c. Assists in completing all local and state reports.
  - d. Works cooperatively with the PTA/PTSA and other community groups.
  - e. Communicates Board policy and administrative policies and practices to the staff.
  - f. Represents the building on district committees as designated by the building principal.
  - g. Cooperates with the district program of school public relations
  - h. Is available as a community resource person.
  - i. Performs other duties as assigned by the Principal.