

HICKSVILLE PUBLIC SCHOOLS
200 Division Avenue
Hicksville, New York 11801

Ms. Rosemarie Coletti
Assistant Superintendent for Personnel



ANTICIPATED ADMINISTRATIVE VACANCY ANNOUNCEMENT

POSITION: HIGH SCHOOL ASSISTANT PRINCIPAL: GRADES 9-12

LOCATION: Hicksville High School

START DATE: August 2018

DESCRIPTION: The Assistant Principal assists the Principal in the administration and supervision of the comprehensive Grades 9 through 12 high school instructional programs, personnel, and services.

MINIMUM QUALIFICATIONS INCLUDE:

1. Valid NYS Administrative Certification: School Building Leader (SBL) or School Administrator and Supervisor (SAS);
2. Valid NYS Teacher Certification;
3. Minimum of 5 years of effective school building administrative experience, preferably at the high school level;
4. Minimum of 5 years of effective teaching experience, preferably at the high school level.

MINIMUM PERFORMANCE RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Assisting the Principal in providing instructional leadership for Grades 9 through 12 programs, students and staff;
2. Conducting classroom performance observations of certified personnel, as assigned;
3. Participating in evaluating annually the performance of building personnel, including teachers and other certified staff, and support staff; assisting with the development of performance improvement plans, as required;
4. Participating in the recruitment, selection, scheduling and ongoing supervision of building staff;
5. Striving to create a school climate which is positive and productive for students, staff and community;
6. Interacting with parent, student and staff concerns in a sensitive and timely manner;
7. Returning all phone calls from parents/guardians with efficiency;
8. Maintaining high standards of student conduct in a fair manner which respects the due process rights of students;
9. Communicating effectively with all constituent groups;
10. Communicating and collaborating with colleague administrators regarding instructional programs, assignments of personnel and programs for students;
11. Analyzing student/program data and assisting the Principal in identifying and tracking students in need of support;
12. Completing all other duties/projects as assigned.

APPLICATION DEADLINE: July 15, 2018

APPLICATION INSTRUCTIONS:

Please submit a letter of interest, current resume and evidence of current NYS administrative certification by application deadline to: Ms. Rosemarie Coletti, Assistant Superintendent for Personnel

This Vacancy Announcement satisfies districtwide position posting requirements.