

HICKSVILLE PUBLIC SCHOOLS
200 Division Avenue
Hicksville, New York 11801

Ms. Rosemarie Coletti
Assistant Superintendent for Personnel

ADMINISTRATIVE VACANCY ANNOUNCEMENT

POSITION: **ELEMENTARY PRINCIPAL:** Kindergarten through Grade 5; Kindergarten through Grade 3 Bilingual Program

LOCATION: Old Country Road Elementary School

START DATE: July/August 2018

DESCRIPTION: Reporting to the Superintendent of Schools, the Principal is the educational leader responsible for the administration and supervision of the building's comprehensive instructional programs, personnel and services for students in Kindergarten through Grade 5, and the students in the Kindergarten through Grade 3 bilingual program.

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 elementary level;
4. Minimum of 5 years of effective teaching experience, preferably at the elementary level.

MINIMUM PERFORMANCE RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Providing instructional leadership for Kindergarten through Grade 5 programs, students and staff;
2. Supervising all staff assigned to the building;
3. Conducting classroom performance observations of certified personnel;
4. Evaluating annually the performance of all building personnel, including teachers and other certified staff, and all support staff; developing plans for performance improvement as required;
5. Participating in the recruitment, selection, scheduling and ongoing supervision of building staff;
6. Coordinating and presenting professional staff development opportunities;
7. Coordinating curriculum development processes;
8. Working effectively with parent associations in the interests of students;
9. Coordinating compliance with all Federal, State and local laws and regulations governing the education of students;
10. Developing recommendations for the building's annual budget and monitoring the budget throughout the school year;
11. Communicating effectively with all constituent groups;
12. Communicating and collaborating with colleague Principals and other administrators regarding instructional programs, assignments of personnel and programs for students;
13. Analyzing student/program data for State/Federal reporting purposes as required;
14. Completing all other duties/projects as assigned by the Superintendent of Schools and/or Assistant Superintendents.

APPLICATION DEADLINE: July 20, 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.