

**HICKSVILLE PUBLIC SCHOOLS
200 Division Avenue
Hicksville, New York 11801**

**Ms. Rosemarie Coletti
Assistant Superintendent for Personnel**

ADMINISTRATIVE VACANCY

POSITION: ELEMENTARY PRINCIPAL: KINDERGARTEN through GRADE 5
LOCATION: Fork Lane Elementary School
START DATE: July 1, 2020, or as soon thereafter as possible, depending upon candidate availability
DESCRIPTION: Reporting to the Superintendent of Schools, the Principal is responsible for the administration and supervision of the building's comprehensive Kindergarten through Grade 5 General Education and Special Education 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;
4. Minimum of 5 years of effective teaching experience.

MINIMUM PERFORMANCE RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Providing instructional leadership for Kindergarten through Grade 5 General Education and Special Education 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: April 20, 2020

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.