

**BOARD OF EDUCATION
DEPARTMENT OF HUMAN RESOURCES
18 SOUTH PERRY STREET
POUGHKEEPSIE, NEW YORK 12601**

**RECRUITMENT BULLETIN # 21-22-257
APRIL 2022**

**ASSISTANT SECONDARY PRINCIPAL
POUGHKEEPSIE HIGH SCHOOL**

NOTICE OF POSITION

POSITION:

The Superintendent of Schools, Dr. Eric Jay Rosser, is interested in receiving applications from qualified candidates for the position of:

**SECONDARY ASSISTANT SCHOOL PRINCIPAL
POUGHKEEPSIE HIGH SCHOOL**

APPLICATION:

Candidates must complete an application available to print through the Human Resources Tab www.poughkeepsieschools.org and apply through OLAS.

QUALIFICATIONS:

Candidates must possess a Master's degree, and a New York State School District Administrator (SDA), or School Building Leader (SBL) certificate by the time of appointment. Candidates must have a minimum of four (4) years of experience in 7-12 education. Candidates with prior experience in an urban school district with a large racially and economically diverse population are preferred and encouraged to apply.

PCSD assistant principals have the primary responsibility for supporting the building principal in the leadership, coordination, supervision and management of the school program. As instructional leaders, PCSD assistant principals focus on student engagement, professional support for teachers, instructional practices that lead to dramatic academic progress, and measurable results. Candidates should have:

- A passionate belief in the capacity of all children to learn and succeed and a sense of urgency about making that real for PCSD students,
- Strong instructional foundation that has yielded success in raising student outcomes,
- Experience working effectively with urban schools, students and families, and outside partners to support social, emotional and wellness success,
- Deep understanding of the teaching and learning process, and how to create high-performance learning environments,
- Personal sense of accountability around student academic progress, carried out through effective instructional leadership and staff support,
- Ability to understand and use data to drive decision making,
- Consensus building, strategic and collaborative management skills.

DUTIES:

The Poughkeepsie City School District (PCSD) is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Poughkeepsie City Schools is focused on developing and growing greater access, equity, opportunity, and quality across PCSD.

PCSD is actively searching for educators who are passionately committed to improving educational options for urban students, and who are prepared to take on the challenging work of systemic school change. The ideal candidates will have had successful experience with student academic, social and emotional success.

Under the leadership of the Building Principal, the duties of the PCSD assistant principals include, but are not exclusively limited to the following:

Student Performance and Supports

- Enforce rigorous standards for student achievement that are in line with the goals of Poughkeepsie City School District.
- Co-establish attainable stretch goals for instructional learning objectives that are aligned with student achievement.
- Ensure the academic program meets or exceeds yearly student outcome goals as defined by Poughkeepsie City School District and measured by the NYSED ESSA accountability requirements.
- Ensure that all students are provided with supports that guarantee school attendance, course completion, and a cherished elementary school experience.

Instructional Leadership

- Serve as an instructional leader working closely with building principal
- Conduct common planning time meetings with faculty and staff that focus on student achievement, student support, operations, parent and community engagement, data use, enrichment, high standards, culturally proficient teaching.
- Lead, evaluate, develop and mentor a team of high quality teachers.
- Work with teachers to constantly assess and improve student achievement results.
- Ensure use of effective, research-based teaching methodologies and practices.
- Implement data-driven instructional practices and lead discussions about student performance.
- Work with teachers to improve their teaching practice through coaching, professional development, modeling, and collaborative planning.
- Keep abreast of successful instructional methodologies and effective pedagogical practices.
- Provide high quality training and resources to staff.
- Ensure consistency in instruction and practice amongst a team of teachers.
- Foster a culture of professionalism among teachers and staff.
- Ensure the learning environment and classroom instruction maximizes student learning.

- Monitor progress of all students, with an emphasis on English Language Learners, Students with Disabilities, and children displaying extraordinary needs.

Organizational Leadership

- Assist in the development of organizational goals and objectives consistent with the vision, mission and values of Poughkeepsie City School District.
- Maintain active involvement in the school improvement planning process with all stakeholders.
- Support the creation of a culture of excellence, teamwork and collaboration amongst the staff, teachers, students and families.
- Lead teachers and other school community stakeholders in developing a healthy school culture aligned with the vision, mission and values of the school and the region.
- Foster a school climate that supports both student and staff success and promotes respect and appreciation for all students, staff and parents.
- Support the oversight of programs, services, and activities to ensure that program objectives are met.
- Ensure compliance with all local, state and federal funding sources.
- Ensure the safety and security of all students, staff, visitors, and public and property.
- Ensure an orderly learning environment.
- Ensure appropriate standards of student behavior, performance, and attendance.
- Ensure that all disciplinary issues are addressed fairly and consistent to the PCSD Code of Conduct.
- Assist in the establishment of a community school model that will provide students and families with comprehensive academic, social, emotional, and wellness supports.

Operational Leadership

- Support the school based budget development process.
- Ensure that all internal and external provided resources are used responsibly and effectively.
- Assist in the oversight of routine facilities maintenance.
- Assist in the oversight of school records and resources management as necessary.
- Ensure compliance of local, state, and federal laws and regulations.

Personnel

- Continually monitor progress on all measures of school and staff performance.
- Administer PCSD approved personnel policies and procedures.
- Support the oversight of disciplinary actions.
- Provide for adequate supervision, training, and evaluation of all staff and volunteers.
- Communicate the vision that supports the school's goals and values.
- Assist in the creation of an effective TEAM of people jointly responsible for the attainment of school goals and committed to achieving greater outcomes for PCSD youth.

Community Relations

- Serve as a contact between teachers, parents, and the community.
- Exhibit a high degree of professionalism in all elements of this position, while serving as a contributing member of the Poughkeepsie City School District and Community.

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be conducted where appropriate.

SALARY: In accordance with the Administrators contract.

**FINAL DATE
FOR FILING:** Open until filled

**SEND APPLICATION
& RESUME TO:** hroffice@poughkeepsieschools.org
Dr. Timothy Wade
Assistant Superintendent of Administrative Services
Human Resources
18 South Perry St.
Poughkeepsie, New York 12601

The Poughkeepsie City School District is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, religion, national origin, disability, age, or marital status; nor does it apply any other arbitrary measure which would tend to deprive persons of their constitutional rights.