



Otselic Valley Central School District P-12 Assistant Principal

VACANCY NOTICE

- Title:** P-12 Assistant Principal
Otselic Valley Central School
- Starting Date:** July 1, 2019
- Terms:** 11 Months
- Qualifications:** SBL or equivalent
- Responsibilities:** Selected candidate will assist the principal with the instructional leadership for 310 students and 45 staff members.
1. Classroom experience at least 7 years.
 2. Visible - in hallways, cafeteria, and hallways.
 3. Reflective Practitioner - remains current with latest changes in education, professional development, and teaching strategies.
 4. Team member - able work with administrators, instructional, and non-instructional staff.
 5. Excellent communication skills - verbal and written.
 6. School Community - committed to the school after hours at student centered events.
- Salary:** \$65,000
- Apply To:** Send cover letter, resume, transcripts, letters of recommendation, and credential file by April 11, 2019
Robert G. Berson
Superintendent
Otselic Valley Central School
P.O. Box 161
South Otselic, New York 13155

● Empowering all students to realize their unlimited potential ●



Otselic Valley Central School District P-12 Assistant Principal

Responsibilities:

1. Establish visibility throughout the school day and at school events.
2. Manage student behavioral issues including those in the cafeteria along with those referred by teachers and bus drivers.
3. Assist in monitoring school-wide goals including those related to student learning and student behavior
4. Supervise or arrange for supervision of student activities both during and after school hours including school assemblies, athletic activities, and music and drama productions.
5. Assist the principal in developing academic schedule for teachers and students.
6. Establish a school building calendar to track school events.
7. Academic Intervention Services (AIS) facilitator.
8. Assist in the daily management of the building.
9. Work efficiently within a digital platforms for student management.
10. Other administrative duties as assigned by the Superintendent or Principal.

Leadership growth opportunities:

1. Learn to effectively lead faculty and staff meetings.
2. Learn to effectively supervise instructional and non-instructional staff through listening, discussion, and then providing meaningful feedback for professional growth.
3. Assist the principal in interviewing and evaluating instructional and non-instructional staff through listening, discussion, and then providing meaningful feedback for professional growth.
4. Assist the principal with prekindergarten program coordination.

Essential characteristics:

1. A desire to help all students succeed.
2. A commitment to being visible during and after the school day.
3. The ability to establish trustworthiness and diplomacy.
4. A reflective practitioner.
5. Strong organizational skills and attention to detail.
6. Effective communicator.
7. Familiar with technology.

Mission:

Educate and inspire every student to achieve excellence.

Vision:

We aspire to be a model school that empowers all students to realize their unlimited potential.

Core beliefs:

- Students are our first priority.
- Every student can learn.
- We hold high expectations for all.
- We cultivate creativity and innovation.
- We create a safe, engaging learning environment that nurtures the whole child.
- A partnership among students, staff, families and community is necessary to achieve success.
- We support equitable opportunity for everyone.
- Everyone is treated with respect and dignity.
- We foster good citizenship and public service.

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