



**Peekskill City School District**  
*A System Focused on Every Student; Every Day*

*The Mission of the Peekskill City School District is to educate students in a caring, inspiring environment characterized by a spirit of excellence and high expectations; prepare graduates to meet or exceed standards; graduate students who respect and appreciate cultural diversity; and prepare students to pursue adult lives as contributing citizens of our local and global community.*

Office for  
Administrative Services/HR

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**PLEASE POST IN APPROPRIATE AREAS**  
**PERSONNEL BULLETIN # 1617-159**  
**ANTICIPATED VACANCIES**  
**February 15, 2017**

- POSITION:** Elementary Principal (Grades 4 and 5)
- CERTIFICATION:** New York State School Building Administrator (SBL) or School Administrator and Supervisor (SAS) certification  
Multilingual Preferred
- QUALIFICATIONS:** See attached
- LOCATION:** Hillcrest Elementary School (Grades 4 & 5)
- REPORTS TO:** Superintendent of Schools and Assistant Superintendent for Elementary Education
- START DATE:** July 1, 2017
- SALARY:** As per Peekskill Administrators Association (PAA) contract (commensurate with experience and education)
- CLOSING DATE:** March 15, 2017

**INSTRUCTIONS TO APPLICANTS:**

Submit letter of interest and resume on-line to: [www.OLASjobs.org/lhv](http://www.OLASjobs.org/lhv)

Please do not submit additional materials via: e-mails sent directly to School District employees; the U.S. mail; hand-delivery; or fax machine.

The Peekskill School District does not discriminate on the basis of race, color, national origins, age, handicapping conditions or sex in its educational programs or employment.

# Peekskill City School District

## Elementary Principal (Grades 4 and 5)

### Job Description

**Position Title:** **Elementary Principal (Grades 4 and 5)**

**Position Goal**

To work collaboratively with students, staff, administration, parents and community members to develop and maintain a positive and creative school culture and an effective instructional program that builds on multiple aspects of diversity and meets the learning needs of all students

**Responsible to:** Superintendent of Schools and Assistant Superintendent for Elementary Education

**Work year:** As per the Peekskill Administrators Association (PAA) Agreement

**Leadership and Performance Responsibilities:**

- Promotes positive school culture that maintains and enhances student attendance, discipline and safety
- Recognizes and accepts the challenges presented by a high need and broadly diverse student body and community
- Provides for a positive, respectful and enthusiastic high expectations/high support academic environment for students and staff
- Provides strong instructional leadership actively cultivating good teaching and learning practices in all classrooms including the effective use of data on student performance to regularly inform instructional planning
- Develops a program for the evaluation and improvement of instruction including "walk-through" to ensure maximum educational benefits for students
- Demonstrates an extensive knowledge of curriculum, instruction and elementary instructional practices as well as the Common Core State Standards and assessments
- Demonstrates excellent knowledge and skills in the use of technology for applying best practice to student learning and for managing resources at the building level
- Demonstrates excellent leadership at the building level in applying best practice for hiring, assigning, and supervising personnel to promote learning for all students
- Establish excellent community relationship by responding to community interests and needs and collaborating with families and other community members to promote student learning
- Plans and organizes the school day and year and oversees the development of master schedules for students and staff for the efficient operation of the school and the enhancement of student learning
- Develops and maintains professional learning communities for the sharing of ideas and the continued growth of all faculty and staff
- Plans, develops, implements and evaluates professional development for all including growth plans based on research and best practice

- Maintains school records and files necessary reports
- Other responsibilities as assigned by the Assistant Superintendent of Elementary Education or the Superintendent of Schools

**Knowledge of:**

- Federal, state and local laws and regulations
- Common Core State Standards and assessments
- Principles, goals, objectives, strategies, and methods relating to the success of urban public schools
- Philosophical, educational, fiscal and legal aspects of public education
- Policies, procedures, methods, techniques and strategies related to the administration and operation of a successful high school
- Research, best practice and trends in instructional leadership
- Program and activity evaluation strategies and procedures
- NYSED data systems
- Technology for applying best practice to student learning and managing resources

**Ability To:**

- Interpret and apply rules and regulations relating to curriculum and instruction
- Interpret data (student and other)
- Supervise and evaluate assigned personnel
- Establish and maintain effective working relationships with a wide variety of individuals and groups
- Prepare and present comprehensive and effective oral and written reports
- Effectively advise appropriate personnel
- Plan and organize work
- Meet schedules and timelines

**Qualifications and Selection Criteria:**

- Valid New York State School Building Administrator (SBL) or School Administrator and Supervisor (SAS) certification is required
- Multilingual preferred
- Administrative; Tenure Track position
- At least five years of experience as a classroom teacher and supervisory education/experience.
- Demonstrated knowledge and application of effective education principles, practices and trends