



## **Peekskill City School District**

*Our mission is to educate and empower all students to strive for excellence as life-long learners who embrace diversity and are contributing members of a global society.*

**Office  
for  
Administrative Services**

**Administration Center, 1031 Elm Street, Peekskill, NY 10566-3499  
Phone: (914)737-3300 ext. 1550/1551 Fax: (914) 788-7580**

# **PLEASE POST IN APPROPRIATE AREAS**

## **PERSONNEL BULLETIN #1920-218**

### **ANTICIPATED VACANCIES**

#### **June 18, 2020**

**POSITION: 2019-2020 High School Department Teacher Leaders**  
**Mathematics, Science, Social Studies, English, Special Education and LOTE**

**CERTIFICATION:** NYS Certified Teacher in the assigned area and tenured in the district  
Current teacher in the Peekskill City School District

**QUALIFICATIONS:** See attached

**REPORTS TO:** Assistant Superintendent for Secondary Education and Principal

**START DATE:** 2019-2020 School Year

**CLOSING DATE:** June 23, 2020

#### **INSTRUCTIONS TO APPLICANTS:**

Submit letter of interest and resume via e-mail to: [personnel@peekskillcsd.org](mailto:personnel@peekskillcsd.org). Please include the personnel bulletin number in the subject line of your e-mail.

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**  
**High School Department Teacher Leader**

**Math, Science, Social Studies, English, and Special Education**

**JOB DESCRIPTION**

**Primary Function:**

- Provides department leadership supporting the mission of the district and building goals.
- Active member of their assigned building School Leadership Team.
- Provides leadership in implementing the District curriculum, instruction and assessment system in the assigned department.

**Responsible to:**

- Assistant Superintendent for Elementary/Secondary Education and Principals
- NYS Certified Teacher in the assigned area and tenured in the district
- At least five years of experience as a teacher of that discipline.
- At least three years of experience as a teacher in Peekskill.
- Demonstrates high instructional knowledge and performance skills in regard to their discipline
- Received minimum of an effective rating in the APPR process. Classrooms would be considered a lighthouse classroom in some areas: instruction, literacy, working with SED, working with ENL, incorporating technology, etc...
- Curriculum development initiative/experience.
- Team player committed to lifelong learning and planning for school improvement.

**Leadership Responsibilities and Expectations:**

- Lead, conduct and facilitate department/content team meetings. These meetings are at least once a month. Will coordinate with Middle School counterparts to have joint department meetings for alignment between 6-12.
- Oversee the ordering of supplies and materials and technology for the department. The leader will work with the necessary building or district admin to make sure that all items are ordered, received and cataloged in a timely manner.
- Design interdisciplinary units aligned to CORE curriculum on Rubicon Atlas. Make sure that all courses are updated to the new standards as they come out. (SEL, CRE, Next Gen)
- Lead and articulate an aligned scope and sequence for the entire department. All classes must be fully written on Rubicon Atlas and modified as needed. The classes must be aligned within the high school and the middle school. This includes vetting online curriculum on Edgenuity or any other online curriculum program.
- Working with department members, building admin and central office, the leader will help coordinate the professional development for the department. This will be driven by data and collaborated with district and building administrators.
- Organizing the creation and administering of interim assessments and analysis of the data. (Data Collection and Analysis)
- Assist with the creation of the master schedule and updating the course catalog to be current.
- Provide district curricular and instructional leadership through membership on district-wide Curriculum, Instructional and Assessment Team. Different leaders can be assigned to different teams.
  1. Math on the District Math Team
  2. Science on the Steam Committee
  3. English and Social Studies will sit on the CIA committee or with the literacy leaders.

4. Special Education will sit on the committee chosen by the Special Services Director.
- Commit to summer hours. Leaders will be expected to do up to 15 hours in the summer working on inventory, participating in hiring, assisting with the schedule and room utilization, data breakdowns and participating in the district core team (if needed). These hours will be approved by the Building Principal. If more than 15 hours is needed, then that must be approved by the building and central office administration prior to. If approved, the department leader will be compensated at the PD hourly contractually agreed upon rate.
  - Bi-weekly meetings with the building Principal. Timely meetings can be called as needed.
  - Quarterly meetings with the ASI for Secondary as needed for alignment purposes.
  - Coordinate College level courses and Advanced Placement courses with institutions of higher education. Guidance and decision making on which course will be a joint decision with district and building administration.
  - Review of departmental courses annually and complete all necessary forms to meet NCAA standards.
  - Will perform and complete other duties and responsibilities as specifically determined by the Assistant Superintendent for Elementary and Secondary Education and the building Principal, after discussion with the PFA President.
  - Assist with the coordination and implementation of Regents Exams for January, June and August Administrations. Data collection and analysis of Regents Results for each administration. Assisting with regent's distribution and collection during all 3 administrations. The 15 hours needed for the summer can be used for this purpose if the hours permit.

**Conditions of Employment:**

- Relief of two classes from the teacher assignment
- Relief of any duty assignments
- Three periods of the day will be dedicated to department leader duties and functions.
- Summer Hours: Department Leaders will be required to assist in the summer: 15 hours as detailed above.

**Stipend:** \$4,000 - Grant Funded

## PEEKSKILL CITY SCHOOL DISTRICT

# High School LOTE Department Teacher Leader

### JOB DESCRIPTION

#### Primary Function:

- Provides department leadership supporting the mission of the district and building goals.
- Active member of their assigned building School Leadership Team.
- Provides leadership in implementing the District curriculum, instruction and assessment system in the assigned department.

#### Responsible to:

- Assistant Superintendent for Elementary/Secondary Education and Principal
- NYS Certified Teacher in the assigned area and tenured in the district
- At least five years of experience as a teacher of that discipline.
- At least three years of experience as a teacher in Peekskill.
- Demonstrates high instructional knowledge and performance skills in regard to their discipline
- Received minimum of an effective rating in the APPR process. Classrooms would be considered a lighthouse classroom in some areas: instruction, literacy, working with SED, working with ENL, incorporating technology, etc...
- Curriculum development initiative/experience.
- Team player committed to lifelong learning and planning for school improvement.

#### Leadership Responsibilities and Expectations:

- Lead, conduct and facilitate department/content team meetings. These meetings are at least once a month. Will coordinate with both High School and Middle School to have joint department meetings for alignment between 6-12.
- Oversee the ordering of supplies and materials and technology for the department. The leader will work with the necessary building or district admin to make sure that all items are ordered, received and cataloged in a timely manner.
- Design interdisciplinary units aligned to CORE curriculum on Rubicon Atlas. Make sure that all courses are updated to the new standards as they come out. (SEL, CRE, Next Gen)
- Lead and articulate an aligned scope and sequence for the entire department. All classes must be fully written on Rubicon Atlas and modified as needed. The classes must be aligned within the high school and the middle school. This includes vetting online curriculum on Edgenuity or any other online curriculum program.
- Working with department members, building admin and central office, the leader will help coordinate the professional development for the department. This will be driven by data and collaborated with district and building administrators.
- Organizing the creation and administering of interim assessments and analysis of the data. (Data Collection and Analysis)
- Assist with the creation of the master schedule and updating the course catalog to be current.
- Provide district curricular and instructional leadership through membership on the district-wide Curriculum, Instructional and Assessment Team. Different leaders can be assigned to different teams. LOTE will sit on the CIA committee.
- Commit to summer hours. Leaders will be expected to do up to 15 hours in the summer working on inventory, participating in hiring, assisting with the schedule and room utilization, data breakdowns and participating in the district core team (if needed). These hours will be approved by the Building Principal. If more than 15 hours is needed, then that must be approved by the building and central

office administration prior to. If approved, the department leader will be compensated at the PD hourly contractually agreed upon rate.

- Bi-weekly meetings with the building Principal. Timely meetings can be called as needed.
- Quarterly meetings with the ASI for Secondary as needed for alignment purposes.
- Coordinate College level courses and Advanced Placement courses with institutions of higher education. Guidance and decision making on which course will be a joint decision with district and building administration.
- Review of departmental courses annually and complete all necessary forms to meet NCAA standards.
- Will perform and complete other duties and responsibilities as specifically determined by the Assistant Superintendent for Elementary and Secondary Education and the building Principal, after discussion with the PFA President.
- Assist with the coordination and implementation of LOTE Checkpoint Exams for January and June Administrations. Data collection and analysis of results for each administration. Assisting with regent's distribution and collection during both administrations. The 15 hours needed for the summer can be used for this purpose if the hours permit.

**Conditions of Employment:**

- Relief of any duty assignments
- Summer Hours: Department Leaders will be required to assist in the summer: 15 hours as detailed above.

**Stipend:** \$4,000 - Grant Funded