



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
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PLEASE POST IN APPROPRIATE AREAS

PERSONNEL BULLETIN #2223-039

ANTICIPATED VACANCIES

August 2, 2022

PROGRAM: Saturday Academy Program 2022-2023

PRIMARY FUNCTION: Principal/Administrator plays a key role in the community school strategy. They are central to promoting the community school vision. Working in close collaboration with the community school navigator (CSN), the principal guides the development of strong partnerships with community based organizations, families, businesses, faith-based organizations, among others to address the needs of their students, families, and the community. Together, they form the school-site leadership group that is responsible for planning, implementation, and continuous improvement of the community school strategy. In addition, the Principal/Administrator will oversee the staffing, budget and payroll of the program.

POSITION: Co-Community Schools "Saturday" Academy Administrator (2)

REQUIREMENTS: Must have a valid NYS Administrative Certification

DATES/HOURS: October 29, 2022 – May 30, 2023 / Hours TBD

STIPEND: \$6,000 (Community Schools Funding)

CLOSING DATE: August 12, 2022

INSTRUCTIONS TO APPLICANTS:

Please apply using this link: [Click here to apply!](#)

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 City School District is an Equal Opportunity Employer and does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status in hiring, educational programs and activities it operates. Candidates must submit to fingerprints clearance.

PEEKSKILL CITY SCHOOL DISTRICT
Co-Community Schools Saturday Academy Administrator
JOB DESCRIPTION

PRIMARY FUNCTION: Principal/Administrator plays a key role in the community school strategy. They are central to promoting the community school vision. Working in close collaboration with the community school navigator (CSN), the principal guides the development of strong partnerships with community based organizations, families, businesses, faith-based organizations, among others to address the needs of their students, families, and the community. Together, they form the school-site leadership group that is responsible for planning, implementation, and continuous improvement of the community school strategy. In addition, the Principal/Administrator will oversee the staffing, budget and payroll of the program.

Responsible to:

- Superintendent of Schools and/or Designee

Qualifications:

- Must have a valid NYS Administrative Certification

Leadership Responsibilities and Expectations:

The principal/administrator will:

- supervise the community school navigator who is an employer of a not-for-profit organization.
- coordinate eleven Saturday Academies which will include three hours of programming and preparation.
- meet with the CSN School leaders to ensure that the programs satisfy local needs, aligns with the school's and district's whole-child mission.
- engage stakeholders to serve as presenters of programs, set up informational tables and serve on a Community School's team
- guide the CSN to create flyers, social media and other outreach to recruit families
- ensure that attendance records are kept and used to make programmatic and summative decisions
- ensure that programs represent all cultural and linguistic needs of our diverse community
- collaborate with the Parent, Family and Community Liaison to ensure that families have meaningful opportunities to participate in the Saturday programs
- ensure that PCSD staff are allocated and complete their assignments to ensure a safe, enriching and successful program.
- oversee the staffing, budget and payroll of the program.
- provide information for reports summarizing the school's accomplishments; grant applications and presentations.
- adhere to requests made by the Superintendent

Other Duties:

- Performs and completes other duties and responsibilities as specifically determined by the Superintendent of Schools
- Supports Board of Education policies and actions to the public and staff.

Relationship with Community:

- Promotes community partnerships and support for the schools.
- Is visible in the community and participates in community activities.

Conditions of Employment:

- \$6,000 Stipend