



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 #2223-043

ANTICIPATED VACANCIES

August 4, 2022

POSITION: 3 Teacher Coordinators / Education Liaisons (LEAP)

JOB DESCRIPTION:

- Responsible for assisting with the day-to-day extended day administration and the safety of both students and staff.
- Assist the Interim LEAP Director with instructional leadership tasks. Ensure a safe and effective educational atmosphere.
- Provide discipline as necessary and enforce school policies.

CERTIFICATION:

New York State School Administrator/Supervisor, School District Administrator School District Leader, or School Building Leader is required.
Experience as an elementary or middle school or secondary educator is preferred.

DUTIES & REPOSIBILITIES:

- Assists the Interim LEAP Director in the overall administration of the Extended Day program.
- Supervises teaching and support staff within the Extended Day program.
- Makes use of a variety of structures and strategies to assist in providing instructional leadership for the program; organizes and interprets student data, assists in conducting professional development sessions, conducts walk-throughs and learning walks, and works closely with regular day teachers to help facilitate academic alignment.
- Maintains positive and respectful relationships with parents, parent groups, school volunteers, and outside agencies.
- Provides a positive, high-expectations/high-support academic environment for students and staff.
- Maintains student discipline, order, and uniformity of organization.

- Assists in ensuring the implementation of all rules and regulations of the Board of Education and the Superintendent of Schools or his/her representative.
- Works with teachers and support staff to keep accurate attendance records.
- Other responsibilities as directed by the Interim LEAP Director.

REPORTS TO: Interim LEAP Director

START DATE: August 30, 2022 (Anticipated)

END DATE: June 30, 2023

CLOSING DATE: August 16, 2022

STIPEND: \$5,683 (LEAP Grant Fund)

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume on-line to: hr@peekskillschools.org

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.