



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 #2223-183

ANTICIPATED VACANCIES

March 15, 2023

Position: Elementary Assistant Principal

The Peekskill City School District seeks for an experienced, dynamic, and energetic instructional leader to fill the vacancy position of an Elementary Assistant Principal - A visible, participatory leader to assist the Principal that fosters a climate of collaboration and trust. - An experienced educator with a strong knowledge of Childhood Curriculum and Instruction - Skilled with data analysis and data-informed decision making - Thorough knowledge of the use of technology in the classroom and as an instructional tool. NYS certification as a School Building Administrator required. It is preferred that the successful candidate should have a minimum of five (5) years of teaching experience at the Childhood level (preferred)

Click to learn more about Peekskill:

[Recruitment Video](#)

[District Highlights & Media Sites \(Flyer\)](#)

CERTIFICATION: New York State School Building Administrator (SBL) or School Administrator and Supervisor (SAS) certification
Multilingual candidates encouraged to apply

LOCATION: Uriah Hill Elementary School

START DATE: July 1, 2023

CLOSING DATE: March 31, 2023

SALARY RANGE: As per the PAA Contract- (\$108,550 – 135,113) - based on experience (UPK Grant Funded)

INSTRUCTIONS TO APPLICANTS:

❖ Please complete our digital interview: [Click here!](#)

❖ Submit letter of interest and resume on-line to: <https://www.olasjobs.org/PeekskillCitySD>

If you are a Peekskill resident and/or a Peekskill Alumni and are interested in applying, please submit a letter of interest and resume to Mr. Lewis, Assistant Superintendent for Administrative Services at hr@peekskillschools.org

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

Job Description

Position Title:

Elementary Assistant Principal

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
- Establishes 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 and/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 elementary 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
- Literacy background preferred
- 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