



Office for
Administrative Services

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.

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 #2223-244

ANTICIPATED VACANCIES

May 19, 2023

POSITION: **Assistant Superintendent for Secondary Education**

QUALIFICATIONS: Candidates must possess a New York State School District Administration certificate by the time of appointment. Candidates must have a minimum of five (5) years of successful experience as a public school building principal and/or curriculum-area administrator. Candidates with prior urban public school experience are encouraged to apply. Superior knowledge and experience with effective instruction, curricula and pedagogy across all areas and grade levels. Effective communication

DUTIES: The Peekskill City School District is committed to providing students and parents with pathways to opportunity that will lead to achievement and success. Through student-centered effective and transformational leadership, school and community engagement, and an unrelenting pursuit to achieve greater school outcomes for children, the Peekskill City Schools is focused on developing and growing greater access, equity, opportunity, and quality across.

Under the direction of the Superintendent, the Assistant Superintendent for Secondary Education establishes strategic direction and provides leadership of the of the Peekskill City School District's curriculum. Key deliverables include but are not limited to:

RESPONSIBILITIES: The duties of the Assistant Superintendent for Secondary Education include, but are not exclusively limited to, the following:

- Oversees all grade 7-12 curricula and instructional programs.
- In collaboration with administrators, supervises and evaluates administrators, instructional faculty, and support staff.
- Develops, implements, and monitors strategic plans for continuous programmatic review and growth.
- Oversees the District's efforts in professional developmental and instructional staff training with a focus on professional learning systems.
- Work collaboratively with the Human Resources department regarding instructional staffing levels, including the recruitment and screening of candidates.

- Stays abreast of the latest developments in grade 7-12 pedagogy and best instructional practices.
- Supports administrators and teachers to effectively use student performance data for sharing best practices and improving student learning.
- Researches, evaluates, and recommends, in partnership with administrators and teachers, the adoption of instructional materials, methods, and programs in collaboration with the Business Office.
- Communicates regularly with parent and community groups.
- Provides leadership in the area of College and Career Pathways and expands on opportunities for students to achieve success in either pathway.
- Coordinates and implements curriculum and instructional decisions that are in alignment with Board policies and supports the successful achievement of the Peekskill School District's Goals, Vision, and Mission.
- Develops and shares informational presentations and participates in collaborative conversations with the Board of Education, administrators, parents and community.
- Ensuring PCSD compliance with timely submission of accurate reports to New York State Department of Education.
- Performs other duties as assigned by the Superintendent

APPOINTMENT:

Appointment will be made by the Board of Education upon the recommendation of the Superintendent following assessment of training, experience, certifications, credentials and evaluation of service. Personal interviews shall be scheduled where appropriate.

The Peekskill City School District is an Equal Opportunity/Affirmative Action Employer.

SALARY:

Commensurate with experience.

EFFECTIVE DATE:

July 1, 2023

CLOSING DATE:

May 26, 2023

*Closed and confidential process

INSTRUCTIONS TO APPLICANTS:

Submit letter of interest and resume to the District's Personnel email: personnel@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.