

Application Timeline

- Application materials must be postmarked by May 15, 2017.
- Anticipated start date: July 1, 2017

Application Procedures **

Interested candidates should submit the following information by May 15, 2017:

- Letter of interest
- Resume
- Application (*available on district website*)
- Valid Certificates
- References

Materials should be sent to:

Dr. Carol Pallas
Superintendent of Schools
Schalmont Central School District
4 Sabre Drive
Schenectady, NY 12306

****If you already submitted an application and related materials for the Middle School Principal position, it is only necessary to submit a letter of interest for this position.**

District Mission

The staff and community of the Schalmont Central School District will provide programs, resources and facilities to foster a positive learning environment. Each individual will be encouraged and assisted to grow emotionally, intellectually, physically and socially to meet the challenges of the future.

Schalmont Central School District

VACANCY ANNOUNCEMENT

MIDDLE SCHOOL ASSISTANT PRINCIPAL



Schalmont Middle School
Schalmont Central School District
2 Sabre Drive
Schenectady, NY 12306

*The Schalmont Central School District is an
Equal Opportunity Employer*

Announcement of Vacancy

The Board of Education of the Schalmont Central School District invites well qualified candidates to apply for the position of Assistant Principal of the Schalmont Middle School.

Effective Start Date

On or about July 1, 2017

Salary

Competitive; in accordance with Schalmont Administrators Association contract.

Work Year

10 month positions, plus 15 summer days
4-year probationary appointment

Requirements

- Must possess a valid New York State administrative certificate or be eligible for the same;
- Must possess strong interpersonal, communication (written and oral) and organizational skills;
- Must possess strong communication skills in order to advocate support for school programs and initiatives with all stakeholder groups;
- Must have at least five years of prior teaching experience and some level of administrative or leadership experience is preferred.
- Must demonstrate evidence of strong understanding of pedagogy and instructional skills;
- Must possess a strong ability to work with students, implement the code of conduct in a fair and consistent manner, and be able to create and foster relationships with students;
- Must be able to work with families to create strong school/family connections;
- Must be able to take direction and critical feedback from staff and building principal.
- Proven adherence to professional code of ethics and standards of leadership.

Selection Criteria

- A strong personal vision of the school as the center for academic excellence;
- Evidence of personal preference for consensus-seeking leadership;
- A detailed understanding and genuine enthusiasm for collaboration that empowers teachers and staff members and solicits parent and community involvement;
- Evidence of knowledge regarding the latest research in teaching and learning and child and adolescent development;
- Knowledge of NYSED reform assessment administration agenda components including APPR, CCLS, assess data-driven instruction and proven ability to effectively lead and supervise these initiatives;
- Willingness to take part in and lead student and family activities related to the school experience;
- Proven ability to establish and maintain favorable relationships with local community groups and individuals to foster support for overall school goals and programs;
- Proven ability to organize school structure to maximize time for academic learning;
- Demonstrate life-long learning through ongoing personal and professional development;
- Able to establish clear protocols for proper student conduct and maintain student discipline according to district policy and code of conduct.
- Preference to administrator trained in Danielson evaluation mode.

Responsibilities - Will be assigned tasks by the building principal, including but not limited to:

- Student data management coordination.
- Assisting with creation of Master Schedule.
- Monitor student grade reporting and attendance.
- Supervision and coordination of extra curricular events.
- Assistance with oversight of state testing cycles.
- Supervisor of student discipline as it relates to appropriate student conduct.
- Work to align student behavior with district Code of Conduct.
- Other duties as assigned.

About Schalmont Schools

Schalmont Central School District spans across five towns and three counties, covering a geographic area of approximately 75 square miles.

- The district serves approximately 1900 students in kindergarten through twelfth grade, and is home to three school buildings: Jefferson Elementary, Schalmont Middle School and Schalmont High School.
- Jefferson is a large building, split into two houses-one for grades K-2 and one for grades 3-4. The middle school comprises grades 5-8 and is located on the same campus as the 9-12 high school.
- Students consistently meet or exceed state standards for academic performance. In 2014, Schalmont ranked 14th out of 85 area school districts in the Albany-based Business Review's annual school district rankings. In 2005, the district was ranked 49th.
- In addition to title-winning sports teams and award-winning theatrical productions, Student participate in a wide range of clubs and activities ranging from choir and bands, Environmental Club, Key Club, Ski Club, Pep Club, Sabre Nation, Science club, Student Council, and many more.
- Schalmont has active chapters of National Art Honor Society, N.Y.S. Science Honor Society, Tri M Music Honor Society, and English Honor Society
- Schalmont High School was designated a No Place for Hate school in 2016.
- Schalmont consistently produces scholar-athlete teams, accomplished artists, award-winning musicians and civil-minded youth who volunteer their time in the community.
- The district is operating under a five-year Strategic Plan and Technology Plan aimed at improving student achievement and graduating college and career-ready students.
- The Class of 2017 had a graduation rate of 92 percent, with 54 percent of graduates going on to a two- or four-year college.