

## NOTICE OF VACANCY

POSITION: Principal – Career and Technical Education/Alternative Education/New Vision

LOCATION: North Franklin Educational Center and Satellite Program Locations

DUTIES:

- Promote a culture of student success by placing students first in decision making.
- Provide instructional leadership.
- Create a system of communication with component school districts, and maintain a harmonious and effective relationship that will provide the most positive educational experience for Career Technical Education, Alternative Education and New Vision students.
- Directly supervise all aspects of CTE/Alternative Education/New Vision programs at the North Franklin Educational Center and Satellite program locations.
- Supervise staff for the improvement of instruction and pupil progress.
- Make recommendations to and assist Deputy Superintendent in the planning and implementation of opportunities for the development of professional staff.
- Provide leadership in the recruitment, selection, orientation, and assignment of instructional personnel, as well as to advise them of the policies and procedures relating to their positions.
- Assist in the development of written student discipline system which is clear, consistent fair and communicated to all students, staff, parents and component districts; as well as to carry out such system and assist staff with behavior problems.
- Make recommendations to the Deputy Superintendent regarding a program budget consistent with the entire BOCES district budget.
- Assure effective recruitment for the Career Technical Education, Alternative Education and New Vision programs.
- Coordinate meetings with program specific Consultant Committees.
- Serve as DASA Coordinator for programs within area of supervision.
- Coordinate, collect and error check data prior to submission to SED.
- Perform other duties as assigned by the Deputy Superintendent.

GENERAL

QUALIFICATIONS: New York State Certification as a School Administrator

STARTING DATE: Anticipated January 2018

BENEFITS: Pursuant to the applicable collective bargaining agreement

SALARY: \$79,000 – \$95,000

APPLICATION

PROCEDURE:

1. Submit a cover letter, application and resume to:  
Stephen Shafer, District Superintendent  
Franklin-Essex-Hamilton BOCES  
P.O. Box 28, 23 Huskie Lane  
Malone, New York 12953  
(518) 483-6420
2. Immediately have a copy of your credentials including at least three (3) professional references forwarded to the address above. **Deadline to apply is October 27, 2017**

DATE ISSUED: October 2, 2017