

SALMON RIVER CENTRAL SCHOOL DISTRICT
Fort Covington, New York 12937
Telephone: 518-358-6610

Queries and applications should be directed to Dr. Stanley Harper, Superintendent of Schools, Salmon River Central School, Fort Covington, New York 12937.

POSITION AVAILABLE

School Administrator - 12 Month

DATES FOR ACCEPTING APPLICATIONS

Immediately - October 20, 2017

DATES FOR BEGINNING EMPLOYMENT

As soon as possible

INITIAL ASSIGNMENT

Assistant Principal - Initial Assignment at High School

WORK LOCATION

Salmon River Central School District

SALARY RANGE

According to Salmon River Administrators' Association Contract

MINIMUM QUALIFICATIONS

Applicants must have:

1. Appropriate New York State Administrator Certification
2. Administrative experience preferred
3. Knowledge of Haudenosaunee culture
4. Community resident preferred

MAJOR DUTIES

1. Assist in developing, implementing and evaluating instructional programs and activities at the assigned school
2. Assist the principal in providing an atmosphere conducive to learning and teaching
3. **Assist in coordinating the selection and acquisition of instructional materials and equipment**
4. Assist in coordinating all testing programs at the school
5. Assist the principal in supervising and evaluating school-based personnel
6. Assist in the supervision and management of the school site
7. Assist in the coordination and supervision of before and/or after school programs or activities
8. Assist in selection and employment of school personnel
9. Assist with the development and implementation of an effective staff development program
10. Implement school board policy, state statutes, federal regulations as they pertain to the assigned school
11. Assist in overseeing programs for students with identified special needs, e.g., Special Education, ESOL, and 504
12. Assist with development and implementation of the School Improvement Plan, other Title I related plans
13. Assist in identifying and writing grants to enhance school goals
14. Facilitate the implementation of the code of student conduct in accordance with school and system policy to **ensure a safe and orderly learning environment**
15. Assist in developing and implementing family and community involvement programs and initiatives such as business partnerships
16. Support and assist in implementing the school's student services plan and program; network with staff to support at risk students
17. Analyze student performance data as a basis for curriculum improvement and staff development needs
18. **Assist in the selection and supervision of substitute personnel**
19. Assist in developing and monitoring the school budget
20. **Assist in managing student accounting and attendance procedures**
21. **Assist in supervising transportation services at the assigned school**
22. **Prepare or oversee the preparation of required reports and maintain all appropriate records**
23. Assist in implementing and monitoring Special Education programs and services

24. Model and maintain high standards of professional conduct
25. Set high standards and expectations for self, students, staff, school and others
26. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishments
27. Facilitate problem solving by individuals and groups
28. Counsel with parents and staff to resolve problems and concerns
29. Assist parents in contacting school and agency support services
30. Maintain visibility and accessibility on the school campus and at school-related activities and events
31. Use effective communication techniques with students, teachers, parents and other stakeholders
- 32. Assist in preparing and disseminating school newsletters, memos and letters**
33. Make presentations to faculty, students and parents as requested by the principal
34. Collaborate with school and system personnel in planning and implementing system initiatives
35. Demonstrate commitment to and support for the vision and mission of the system and school
36. Assist in developing and implementing positive public relations for the school
37. Assist the principal in the development and implementation of procedures for dealing with school crises
38. Deal with emergency situations quickly and effectively
39. Deal effectively and appropriately with abuse situations
40. Investigate student accidents and other incidents and take appropriate action
- 41. Serve as a member of the district management team. Communicate and cooperate with other administrative units to achieve district goals**
42. Perform other tasks consistent with the goals and objectives of this position
43. Carry out any other duties assigned by the superintendent
44. Coordinate and monitor grant-related activities in cooperation with Assistant Superintendent
45. Assist in supervision of after-school activities and special functions (proms, dances, events)

The school administrator reports to the Principal and is evaluated by the Superintendent of Schools.

Salmon River Central School District does not discriminate on the basis of race, sex, creed, age, national ancestry or disability. Under its Affirmative Action Policy, the District encourages qualified Native Americans to seek employment at Salmon River Central School.

xc: Building Principals; S.R.C.T.A

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APPLICATION](#)