



JOHNSON CITY CENTRAL SCHOOL DISTRICT
VACANCY ANNOUNCEMENT
ASSISTANT PRINCIPAL
(2- Positions)

DATE: April 3, 2024

EFFECTIVE DATE: July 1, 2024

LOCATION: Johnson City Elementary School-12 Month Position

BENEFITS: Highly desirable benefit package, paid holidays and paid time off. We also provide a retirement package, a flexible spending plan, 403-b and 457-b tax shelter plans.

SALARY: TBD per the JC Building Administrators' Contract

REQUIRED CERTIFICATION: Candidates must have a valid NYS Certification for school building administration or be eligible to apply for certification prior to the start date of the position.

The Ideal Candidate Will:

- Demonstrate commitment to the district's Vision, Mission, and Beliefs.
- Possess knowledge and understanding of the development of the elementary-age child.
- Communicate effectively with students, staff, and families.
- Commit to investing in the future success of each individual student.

Please see additional descriptions of job responsibilities on page 2 of this posting.

APPLICATION DEADLINE: May 3, 2024

Please apply on OLAS, and **SEND LETTER OF INTEREST AND JC ADMINISTRATIVE APPLICATION IF NECESSARY**

(see www.jcschools.com, employment, Administrative position)

TO:

Eric Race, Superintendent
Johnson City Central School District
666 Reynolds Road
Johnson City, NY 13790

JOB RESPONSIBILITIES OF ELEMENTARY ASSISTANT PRINCIPAL

1. *Curriculum and Instruction:*

- Has a thorough knowledge of elementary New York State standards and assessments.
- Coordinates and facilitates the organization and administration of the New York State assessment process and other in-building assessments.
- Serves as a resource to staff and families regarding best practices in teaching and learning.
- Is part of the leadership team working with staff to analyze and respond to academic data.

2. *Observation and Evaluation:*

- Conducts observations of tenured and non-tenured teachers as assigned by the building principal in accordance with teacher contractual requirements.
- Meets with teachers after observations to provide feedback with recommendations for improvement based on prior classroom experience and knowledge of best practices for elementary instruction.
- Evaluates, according to contract, teaching assistants, aides, and other employees, as assigned by the building principal.

3. *Student Management/ Interventions:*

- Implements a system of management that supports a strong social-emotional culture for all students and staff.
- Uses incidents of student misbehavior as an opportunity to help students learn how to make responsible choices within the classroom and the school.

4. *Leadership Team Responsibilities:*

- Is a participating member of the elementary school leadership team.
- Assists the principal in the overall administration of the school building:
- Continually keeps abreast of latest research, literature, and best practices regarding teaching and learning, leadership, organizational systems, and student management.

5. *Other duties as assigned by the building principal or the Superintendent.*