

# FALLSBURG CENTRAL SCHOOL DISTRICT

*Ivan Katz, Ed. D., Superintendent of Schools*

PO Box 124, 115 Brickman Road

Fallsburg, NY 12733

Voice: 845-434-6800 Fax: 845-434-8346

Web: [www.fallsburgcsd.net](http://www.fallsburgcsd.net)

## ANNOUNCEMENT OF ANTICIPATED VACANCY

**POSITION(S):** Assistant Principal- Elementary

**AVAILABLE:** July 1, 2024

**QUALIFICATIONS:** NYS certification as School Building Administrator or School Building Leader

**DUTIES:** See attached

**REPORTS TO:** Elementary School Principal, District Administration

**WORKS WITH:** Students, staff, parents, administration.

**APPOINTMENT:** Will be made at a Board meeting after recommendations are received by the Superintendent of Schools

**SALARY:** Up to \$100,000, commensurate with experience

**APPLICATIONS:** Please apply through OLAS. Send letter of interest, resume and application to Sarah Satz, District Clerk by April 26, 2024.

The Fallsburg Central School District does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race, or sex in the educational programs and activities which it operates. This policy is in compliance with Title IX of the Education Amendments of 1972. Inquiries concerning this policy may be referred to the District's Affirmative Action Officer, Fallsburg Central School District, PO Box 124, Fallsburg, NY 12733.

Release Date: 3/19/2024

**PREPARE TODAY \* SUCCEED TOMORROW \* INSPIRE EXCELLENCE \* CHALLENGE THE WORLD**

Fallsburg Jr./Sr. High School  
PO Box 124  
115 Brickman Road  
Fallsburg, NY 12733  
Voice: 845-434-6800  
Fax: 845-434-0168

Benjamin Cosor Elementary School  
PO Box 123  
15 Old Falls Road  
Fallsburg, NY 12733  
Voice: 845-434-4110  
Fax: 845-434-0871

Guidance Office  
PO Box 124  
115 Brickman Road  
Fallsburg, NY 12733  
Voice: 845-434-6124  
Fax: 845-434-2523

Pupil Personnel Services  
PO Box 124  
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Voice: 845-434-0467  
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## TITLE: ELEMENTARY ASSISTANT PRINCIPAL

1. The Elementary Assistant Principal shall be directly responsible to the Elementary Principal.
2. He/she shall assist the principal in implementing a Student Activities Program which shall include student management and discipline and student extra-curricular activities. He/she shall have the authority to suspend students, in the absence of the principal, for a period not to exceed five school days, and shall be responsible for implementing due process procedures, a parent communication system, and a discipline record-keeping system. He/she shall work with staff with the principal to develop the present assembly programs and other programs designed to provide outlets for student creativity and achievement and to acquaint parents and community members with the achievement of our students.
3. He/she shall, under the direction of the principal, assist the principal in student and faculty attendance reporting and accounting and will call substitute teachers.
4. He/she shall act in place of the principal, in accordance with guidelines developed cooperatively with the principal and approved by the Superintendent, when the principal is out of the building.
5. He/she shall provide on-site supervision of the supportive leadership to staff for the purpose of establishing and maintaining an orderly environment in the cafeteria during lunch periods.
6. He/she shall assist the principal in staff supervision and performance evaluation, and shall submit written reports of performance evaluations to the principal in a manner which is timely and in accordance with the requirements spelled out in collective bargaining agreements with employee unions.
7. He/she will work cooperatively with the principal in developing the master schedule and in making decisions about staff and space allocations.
8. He/she will conduct parent conferences and interviews as determined by the principal, shall maintain records thereof, and shall report to the principal as to the reasons for and the outcomes of all such meetings, interviews. and conferences.
9. He/she shall assist the principal in the development of the operating budget for the school.
10. He/she shall assist the principal in the updating and maintaining of student records and shall coordinate the computerization of same.
11. He/she shall assist the principal in developing cooperative working relationships with all staff members in all job titles.

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12. He/she shall work cooperatively with staff and with the principal to prioritize staff development needs within the school site and to design programs to meet those needs.
13. He/she shall work cooperatively with the principal and the staff to identify improvement needs in the following areas:
  - a. school climate
  - b. student academic performance
  - c. meeting the needs of exceptional students
  - d. staff relationships
  - e. involvement of parents in planning their children's education
  - f. student grouping, tracking, and equity
  - g. curriculum description, coordination, mapping, implementation, and evaluation.

Work and achievement in these areas will be important factors in measuring the performance of the assistant principal/. The remainder of the evaluation process required by Commissioner's Regulations Part 100 will include evaluation of performance in all other areas of work contained in this job description and on a core of tasks common to the position of assistant principal.

14. He/she will solicit and/or prepare press releases with and for the approval of the principal and for his/her use in communicating to the public.
15. He/she shall monitor delivery of Special Education and Remedial Services.
16. He/she shall maintain total and complete honesty in dealing with all staff members, with all administrator colleagues, with parents and students, with school board members, and with community members. Failure to do this will lead to dismissal.
17. He/she shall perform any other duties assigned by the District.
18. This is a 12-month position with the same number of vacation, sick, and personal days available to other administrators in the District.
19. Continuation of any person in this position is performance based.

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