

Johnson City Central School District

666 Reynolds Road
Johnson City, NY 13790
www.jcschools.com



Educational Excellence for a Changing Tomorrow

July 28, 2017

VACANCY NOTICE

Assistant Superintendent for Teaching, Learning, and Accountability

Qualifications:

- At least five years of proven administrative experience, with central office experience preferable, and a minimum of 5 years' successful teaching experience
- Not less than an earned Master's degree from an accredited institution
- Hold a valid New York State School District Administrator or School District Leader certification
- Demonstrated leadership in school improvement efforts and personnel management including ability to motivate staff
- Reputation for nurturing positive relationships with all stakeholders in school district to promote a positive learning culture
- Demonstrated ability to deal with sensitive issues in a tactful and professional manner
- Demonstrated commitment to the district mission, values, and goals
- Ability to work collaboratively within a team to problem-solve, plan, and successfully implement plans from start to finish
- Excellent written and oral communication with demonstrated ability to communicate effectively by various means to resolve issues
- Ability to handle multiple projects at one time while meeting established deadlines
- Extensive knowledge and experience with curriculum, best practices, learning theory for adults and students, assessment, and data analysis

Responsibilities:

- Serve as a contributing member of the district's leadership team and collaborate on district and school initiatives and problems
- Assume responsibility for the implementation of the NYS standards K-12 including the development of an aligned curriculum supported by best teaching practices and assessments of learning and interventions
- Responsible for state and federal reporting
- Responsible for administration of all Title grants and any other grants awarded to the district
- Develop, implement, and evaluate the professional development needs of the certified staff including oversight of the mentoring and induction of beginning teachers
- Collaborate with building and district administrators to assess program effectiveness and develop appropriate improvement objectives and plans

- Establish and maintain program articulation and open communications among schools
- Ensure fair and consistent implementation of policies, regulations, procedures, discipline, promotion, and graduation requirements
- Assist in the provision of data and data analysis with administrators and staff and the creation of plans to close gaps in the data
- Assist in the preparation and administration of the instructional program budget
- Assist in the selection, assignment, transfer, promotion and dismissal of instructional and administrative staff
- Assist in the coordination of orientation meetings, schedule development, disciplinary procedures, parental notification, and reporting of pupil progress among schools
- Coordinate and organize district state testing and scoring
- Recognize staff and student activities and achievements
- Coordinate the district's summer and remediation programs
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information
- Attend all Board of Education meetings and other meetings as appropriate and prepare all reports requested
- Communicate to the Superintendent the requirements and needs of the district as perceived by stakeholders
- Supervise such personnel as assigned by the Superintendent
- Maintain a positive, collaborative and mutually supportive relationship with parents, students, district and school staff, and community
- Perform other duties as assigned by the Superintendent

Salary: \$115,000 to \$118,000 dependent upon experience

To Apply, Send Letter of Interest and Application (see <http://www.jcschools.com/Departments/Personnel/administrators.html>) to:

**Mary Kay Roland, Superintendent
Johnson City Central School District
666 Reynolds Road
Johnson City, New York 13790**

Deadline: August 14, 2017