**Date of Posting:** January 2, 2024

**Position(s):** Principal
Monday – Friday

**Location(s):** Giffen Memorial Elementary School

**Requirements:** Valid NYS Certification: SAS/SDA or SBL

**Salary:** Competitive per contract

**Deadline for Applying:** Continuous until filled

**Start Date:** July 1, 2024 or sooner

**General Statement:**
- Minimum five years (5) teaching experience
- Urban school experience preferred
- Demonstrated success in administration, supervisory and/or school based leadership positions

**Responsibilities:**
- Provides instructional leadership to staff including: academic and curriculum planning, review and implementation; and professional development
- Responsible for building administration and the safety and welfare of both students and staff
- Interacts with students to encourage the highest level of performance
- Manages all building staff personnel
- Resolves staff problems and provides support to teachers
- Provides general supervision to students
- Supervises extra-curricular activities
- Evaluates performance of teachers, programs and staff
- Provides in-service training to teacher as needed
- Maintains clear focus on continuous academic improvement process
- Prepares the school budget
- Maintains relations with parents, parent group, school volunteers and outside agencies
- Provide general support to building administrator
• Manages administrative team, instructional and civil service staff
• Responsible for the overall direction, coordination and evaluation of all units

Other duties as assigned

How to Apply

OLAS:  https://www.pnwboces.org/TeacherApplication/
E-mail:  humanresources@albany.k12.ny.us
Post:  City School District of Albany
       Office of Human Resources
       1 Academy Park
       Albany, NY 12207

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