

**White Plains City School District
White Plains, New York**

JOB DESCRIPTIONS

(All positions are listed below in alphabetical order)

POSITION TITLE: Assistant Principal - Elementary

Overview: This is an eleven month (11) administrative position that is responsible all aspects of the administration of an elementary school. This position reports to the Building Principal.

Goal: The goal of this position is to oversee programs related to the elementary school under the direction of the building principal.

Duties and Responsibilities:

1. Assist faculty in developing expertise in instructional practices;
2. Serve as member of the Building Instructional Leadership Team with the Principal and Instructional Specialist,
3. Evaluate staff in accordance with the district procedures;
4. Oversee afterschool academic activities for students as needed including the submission of afterschool approvals, analysis of data, and submission of reports;
5. Provide student discipline as needed and follow through discipline referrals with teachers, parents and students;
6. Chair the CSE sub-committee and 504 building level meetings;
7. Provide after school supervision including afternoon and evening activities such as after school academic events or after school programs,
8. Provide technology support, staff development, and information as needed in conjunction with the Coordinator for Instructional Technology;
9. Coordinate new student enrollment with the office staff and teachers;
10. Meet with the principal and perform responsibilities assigned from meetings;
11. Provide programs and activities, policies, and procedures within the building framework;
12. Understand and use data in the decision making process at the building level;
13. Work with teachers and support staff to keep accurate attendance records;
14. Complete building master schedules as well as testing and special event schedules;
15. Contact parents on an ongoing basis to foster positive relationships between home and school;
16. Develop and implement special programs for the White Plains community, such as workshops for parents and other community groups as needed;
17. Participate on recruitment and selection committees as needed;

18. Supervise, evaluate and provide assistance to staff members;
19. Facilitate meetings between various groups effectively;
20. May be required to train groups of people;
21. Other responsibilities as directed by the Building Principal.

General Duties and Responsibilities

1. Thorough knowledge of the principles, practices, and methods of good instructional practices;
2. Ability to follow through on all assignments;
3. Strong work ethic and ability to work beyond the school day;
4. Ability to formulate, transmit, understand, and carry out complex oral and written instructions; ability to communicate effectively, both orally and in writing;
5. Ability to establish and maintain effective working relationships with all staff members including administrators, teachers and support staff;
6. Ability to work cooperatively with all members of the school community to accomplish the district and building goals.

Qualifications

1. New York State Certification as a School Administrator or Supervisor, School District Administrator or School District Leader or School Building Leader;
 2. Elementary level teaching and administrative experience preferred.
-

Position Title: *Assistant Principal – High School*

SUMMARY: Responsible for assisting in the day-to-day building administration and the safety of both students and staff. Assists the building principal with instructional leadership. Ensures a safe and effective educational atmosphere, provides discipline as necessary, and enforces school policy.

EDUCATION and/or EXPERIENCE:

Experience as a high school teacher and administrator preferred. Valid New York State School Administrator/Supervisor or School District Administrator certification, School District Leader or School Building Leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists in the administration of the overall school program.
2. Supervises and evaluates teaching and support staff within the school.
3. Makes use of a variety of structures and strategies to assist in providing instructional leadership for the school: organizes and interprets student data, designs and conducts professional development sessions, conducts walk-throughs and learning walks, facilitates professional learning communities, provides teacher and support staff evaluations.

4. Maintains positive and respectful relationships with parents, parent groups, school volunteers, and outside agencies.
5. Participates in district-wide activities, in-service workshops, and committees, as appropriate.
6. Provides a positive, high-expectations/high-support academic environment for students and staff.
7. Works with respective department coordinators to select educational materials to meet the needs of students and teachers.
8. Works with Central Office Staff to coordinate processes for the effective functioning of the school.
9. Maintains student discipline, order, and uniformity of organization.
10. Assists in ensuring the implementation of all rules and regulations of the Board of Education and the Superintendent of Schools or his/ her representative.
11. Maintains all records and reports as required.
12. Provides direction and vision for various areas in the high school.
13. Works with the building and district administration on issues related to guidance, special education, budget, curriculum and testing.
14. Provides leadership in the area of technology.
15. Assists the Special Education Department with support for students with disabilities.
16. Provides support in the area of 504 plans for students.
17. Assists with the performance of all duties prescribed by law, e.g., fire and other safety regulations.
18. Reads, analyzes, and interprets general professional journals, financial reports and governmental regulations.
19. Works with the House Administrators to ensure compliance with roles and responsibilities.
20. Writes reports, business correspondence, and procedure manuals.
21. Presents information to community groups, employees of the District, and the general public.
22. Defines problems, collects data, establishes facts, and draws valid conclusions.
23. Performs such other duties as may be assigned by the Superintendent or his/her designee.
24. Other duties as assigned.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in the field of education.

Ability to establish and maintain effective working relationships with all members of our school community.

Ability to communicate clearly and concisely both in oral and written form.

Ability to understand and implement district requirements and Board of Education policies.

Ability to use personal computer applications such as word processing, spread sheets, etc.

Ability to meet the demands of extended work days, including afterschool and evening activities.

Ability to handle and balance multiple demands at the same time.

Ability to stand for long periods of time and walk around a large building to assist students and teachers.
Ability to make sound decisions and judgments in a fair and equitable manner.

POSITION TITLE: Assistant Principal - Middle School

Overview: This is an eleven month (11) administrative position that is responsible for all aspects of the administration of a middle school. This position reports to the Building Principal.

Goal: The goal of this position is to oversee programs related to the middle school under the direction of the building principal.

Duties and Responsibilities:

22. Assist faculty in developing expertise in instructional practices;
23. Oversee afterschool academic activities for students as needed including the submission of afterschool approvals;
24. Provide student discipline as needed and follow through discipline referrals with teachers, parents and students;
25. Provide after school supervision including afternoon and evening activities such as after school academic events or after school programs;
26. Provide technology support, staff development, and information as needed in conjunction with the Coordinator for Instructional Technology;
27. Coordinate new student enrollment with the office staff and teachers;
28. Meet with the principal and perform responsibilities assigned from meetings;
29. Provide programs and activities, policies, and procedures within the building framework;
30. Understand and use data in the decision making process at the building level;
31. Work with the Special Education Department administration on issues related to building special education issues;
32. Work with teachers and support staff to keep accurate attendance records and grading records;
33. Complete building master schedules as well as testing and special event schedules;
34. Contact parents on an ongoing basis to foster positive relationships between home and school;
35. Provide leadership related to the School Safety Team procedures;
36. Develop and implement special programs for the White Plains community, such as workshops for parents and other community groups as needed;
37. Participate on recruitment and selection committees as needed;

38. Evaluate staff in accordance with the district procedures;
39. Supervise, evaluate and provide assistance to staff members including work with the student information system;
40. Facilitate meetings between various groups effectively;
41. May be required to train groups of people on technology;
42. Other responsibilities as directed by the Building Principal.
- 43.

General Duties and Responsibilities

4. Thorough knowledge of the principles, practices, and methods of good instructional practices;
5. Ability to follow through on all assignments;
6. Strong work ethic and ability to work beyond the school day;
4. Ability to formulate, transmit, understand, and carry out complex oral and written instructions; ability to communicate effectively, both orally and in writing;
5. Ability to establish and maintain effective working relationships with all staff members including administrators, teachers and support staff;
6. Ability to work cooperatively with all members of the school community to accomplish the district and building goals.

Qualifications

3. New York State Certification as a School Administrator or Supervisor, School District Administrator or School District Leader or School Building Leader;
4. Middle School level teaching and administrative experience preferred.

7/20/10

POSITION TITLE: *Assistant Superintendent Curriculum and Instruction*

Overview: This is a 12 month administrative position that is responsible for the planning and leadership of curriculum and instruction District-wide PK-12. This person will provide district-wide leadership in the area of C/I and lead the district in meeting the District's Mission Statement with regard to instructional practices by continually assessing and analyzing student performance to determine ways to incorporate processes for continuous improvement. This position reports to the Superintendent.

Goal: The goal of this position is to oversee the District's curriculum and instructional practices and assist staff in developing ways to meet the District's goals and mission.

Duties and Responsibilities:

1. Makes recommendations in consultation with teachers, administrators, and other staff, reviews district-wide curriculum and makes recommendations for monitoring and evaluating curriculum effectiveness and student learning;
2. Develops and implements PK-12 curriculum development with specific plans to implement curriculum coordination, integration and articulation;

3. Supervises all curriculum coordinators and directors;
3. Conducts informational programs to build awareness of good instructional practices;
4. Ensures that summer school, after school, and other programs, are effectively planned, implemented and evaluated;
5. Reviews recent developments in curriculum and assessment to remain current with new requirements and State Education Department mandates;
6. Works with the District-wide staff development team to organize, implement and evaluate a comprehensive staff development program;
7. Supervises and assists the Instructional Specialists with support from the building principals;
8. Works with the Assistant Superintendent for Human Resources on the implementation of the District's evaluation system. Provides support and monitoring of the District's framework for evaluation;
9. Conducts teacher evaluation as needed;
10. Conducts in-service and staff development for new teachers, administrators and other groups as needed. Works cooperatively with the Assistant Superintendent for HR to provide meaningful in-service and professional development opportunities;
11. Spends meaningful time in each school providing building and classroom visits and assistance to teachers and administrators;
12. Develops and implements special programs for the White Plains community, such as workshops for parents and other community groups as needed;
13. Facilitates integration of instruction through curriculum mapping strategies;
14. Oversees the implementation of State-wide funded grants as needed. This includes but is not limited to Title I and other outside grants;
15. Meets with the Board of Education subcommittee and presents information to the full Board of Education on matters related to curriculum and instruction;
16. Provides budget for the areas under the jurisdiction of C/I;
17. Responds to parent calls or complaints concerning C/I as needed;
18. Communicates with the State on matters related to reporting as needed;
19. Evidences a knowledge and ability to provide meaningful collection and analysis of data;
20. Other responsibilities as directed by the Superintendent.

Qualifications:

1. Thorough knowledge of the principles, practices, and methods of solid curricular and instructional practices;
2. Strong interpersonal skills and outstanding leadership qualities;
3. High level of knowledge of best practices in curriculum, instruction, assessment and professional development;
4. Ability to formulate, transmit, understand, and carry out complex oral and written instructions;
5. Ability to communicate effectively, both orally and in writing;
6. Ability to establish and maintain effective working relationships with all staff members including administrators, teachers and support staff;
7. Evidence of exemplary follow-through on tasks and responsibilities;
8. New York State Certification as a School District Administrator or a School District Leader;
9. Must be able to travel between school buildings;

10. Must be able to work extended hours and days.

Position Title: *Assistant Superintendent for Pupil Personnel Services*

Overview: This is a 12 month administrative position that is responsible for the planning and leadership of all Pupil Personnel Services district-wide Pk-12. This position provides district-wide leadership in pupil services and leads the district in meeting the District's mission of supporting success for all students through a broad range of programs and supports. This position reports to the Superintendent.

Duties and Responsibilities:

- Supervises and supports the Director of Special Programs and Services, the Director of Alternative and Supplemental Programs, the Director of Guidance and Counseling Services, and the School Nurse Coordinator in program development and implementation
- Analyzes student achievement data with program leaders for the purposes of program effectiveness and makes recommendations for improvement. This is on the Director of Sped Job description
- Collaborates with the Assistant Superintendent of Curriculum and Instruction to develop early intervention and remedial services
- Supervises Academic Intervention Services for students in grades 1-12, develops and updates district-wide AIS plan consistent with NY State guidelines
- Provides district-wide leadership for Response to Intervention plan development and implementation, consistent with NY State guidelines
- Consults with district legal counsel regarding new and revised Board of Education PPS policies and procedures and their implementation district-wide
- Meets with Board of Education subcommittee and presents information to the full Board of Education on matters related to Pupil Personnel services
- Oversees all student discipline issues, confers with building leaders regarding Code of Conduct violations, supervises data collection and NYSED and Federal reporting requirements and superintendent's hearings related to student discipline
- Supervises staff development for support services of speech/language, psychology, learning strategies and social work by planning with the department resource teachers and sharing updates in regulations and research/practice
- Supervises all aspects of the District-wide Section 504 Accommodation plan including training staff in regulations and overseeing the 504 annual review process. Serves as District 504 Compliance Officer

- Oversees all aspects of District-wide Safety including training building teams, coordinating outside agencies and response teams and developing system-wide plans for ongoing drills and practice
- Supervises student registration and oversees data entry and management of students' demographic data in student information system and required federal and state reporting.
- Manages residency investigations and disputes and responds to Commissioner challenges
- Writes and manages annual Federal IDEA and AARA grants
- Oversees Supplemental Services for Schools in Need of Improvement
Does this fall under other areas?
- Conducts teacher evaluations for PPS staff, as needed
- Collaborates with community agencies
- Coordinates management of excess high cost aide and Medicaid reimbursement
- Represents the district in all NY State audits of special programs and services
- Responds to parents concerns under the jurisdiction of PPS
- Collaborates with Assistant Superintendent for Business and Finance with regard to all PPS budgets, grants and finance
- Collaborates with Assistant Superintendent for Human Resources regarding all aspects of PPS personnel including hiring, evaluation, tenure and other issues as needed

Qualifications:

- Thorough knowledge of federal and state rules and regulations in Special Education, 504, discipline, safety and residency related to a large district program.
- Strong interpersonal skills.
- High level of knowledge of best practices in special education and support programs in curriculum, instruction, assessment and professional development.
- Ability to formulate, transmit, understand, and carry out complex oral and written instructions.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with all staff members including administrators, teachers and support staff.
- Evidence of exemplary follow-through on tasks and responsibilities.
- New York State Certification as a School District Administrator or a School District Leader.
- Must be able to travel between schools buildings.
- Must be able to work extended hours and days.

Position Title: Coordinator of Athletics, Health and Physical Education

Overview: This is an eleven month (11) administrative position that is responsible for the planning and leadership of School Athletics and the implementation of the Health and Physical Education curriculum. The person will provide staff with support to raise knowledge and awareness in these areas. This position reports to the Assistant Superintendent for Curriculum and Instruction for health and physical education and works cooperatively with the high school principal for interscholastic athletics coordination.

Goal: The goal of this position is to oversee the District's Athletics, Health and Physical Education programs.

Duties and Responsibilities:

1. Observe coaches to make future recommendations in terms of job expectations and to make recommendations to the Principal as to coaching job assignments.
2. Supervise and evaluate the health, PE and coaching staff (over 72 coaching positions).
3. Recruit and select staff for Athletics, Health and PE.
4. Resolve athletic conflicts regarding field or building use.
5. Ensure that a permanent file of athletes, medical examinations, accident reports and required athletic forms are kept by the Medical & Health Services staff.
6. Participate with the administration involving athletes that have violated school rules, conference rules and game suspensions giving each athlete "Due Process."
7. Review with the Principal all eligibility requirements of students that involve transfers and extended eligibility.
8. Responsible for scheduling and supervising physical examinations in accordance with NYSPHSAA Regulations.
9. Responsible for administering all interscholastic policies and procedures within the confines of District policies, Conference procedures, the rules established by NYSPHSAA and regulations established by NYS Education Department.
10. Attend all meetings representing the high school within the established league and conference.
11. Responsible for development of all interscholastic game schedules.
12. Responsible for supervising the review of assignments from BOCES of all game officials.
13. Supervise transportation arrangements for all interscholastic athletic events (over 450 trips annually).
14. Where and when possible, attend all home athletic events and/or make arrangements for proper supervision of home contests (over 450 home contests annually), and oversee activities held off campus.
15. Act as a tournament manager for all league tournament and school tournament activities that are held on district school grounds.
16. Responsible for making safety decisions concerning field conditions and transportation. These decisions are made in consultation with the Principal, Buildings and Grounds Supervisor and the White Plains Bus Company.
17. Ensure records for each sport team and individual accomplishments are compiled.

18. Arrange for medical doctors at all home football contests.
19. Arrange for athletic operation services that may be required, i.e., additional parking, police, band needs, refreshment stand and speaker system.
20. Responsible for review of athletic policies with coaches, parents and athletes.
21. Evaluate Athletics, Health and Physical Education programs and make recommendations for improvements. Supervise the development, integration, coordination and evaluation of the health and physical education program.
22. Review summer and in-school programs to be in accord with NYSPHSAA Regulations.
23. Responsible for certification of all NOCSAE approved equipment.
24. Provide for academic eligibility supervision of students participating in interscholastic sports program (over 1200 student athletes participate annually).
25. Prepare all seasonal schedules.
26. Supervise all radio and television broadcasts, as well as the public address operation at various games.
27. Work with the administration and student advisors involved in scheduling athletic assemblies and pep rallies.
28. Liaison person between the Coaches and Parent Athletic Advisory Committee. Plan, organize with Parents Athletic Advisory Committee assistance, and "M.C." end-of-season sports dinners.
29. Plan agenda and conduct seasonal Parent/Coaches Orientation meetings.
30. Plan agenda and conduct coaches meetings (3 pre-season, 3 end-of-season and 2 budget meetings).
31. Coordinate the supervision of the year round after school fitness center.
32. Provide for in-service education of coaches through clinics, workshops, conferences, staff meetings, distribution of informative material, etc.
33. Supervise the scheduling and use of athletic facilities for the school district and for the City of White Plains Recreation Department (scheduler for all athletic fields, high school pool and all of the gymnasium space in the school district).
34. Analyze student needs for health and physical education and plan curriculum accordingly.
35. Use District practices and protocols to hire and supervise Physical Education and Health teachers.
36. Design a program of staff development, conduct district-wide department conferences (at the elementary, middle and high school levels for physical education and middle and high school for health) and Superintendent's Conference Days.
37. Interpret and implement all state and local mandates.
38. Prepare and administer budget for Athletics, Health and Physical Education.
39. Establish and adhere to a regular schedule on inspection of all physical education facilities and installations in order to maintain and improve their safety.

40. Review all health and physical education supplies and equipment that are purchased by the school district related to specifications.
41. Perform such other duties as Assistant Superintendent for C/I or Superintendent of Schools may direct.
42. Other duties as assigned.

General Duties and Responsibilities

1. Thorough knowledge of the principles, practices, and methods of effective health and physical education programs;
2. Ability to provide leadership and guidance in the areas of Health and Physical Education;
3. Ability to formulate, transmit, understand, and carry out complex oral and written instructions; ability to communicate effectively, both orally and in writing;
4. Ability to establish and maintain effective working relationships with all staff members including administrators, teachers and support staff;
5. Knowledge and understanding of NYSED standards and requirements.

Qualifications:

1. New York State Certification as a School District Administrator or a School District Leader
2. Extensive experience with Athletics, Health and PE.
3. Teaching experience in Health or Physical Education preferred.

Position Title: *Coordinator of English Language Arts K-12*

Overview: The Coordinator of English Language Arts K-12 is an administrative position assigned to oversee the District's ELA programs across the district. This position reports to the Assistant Superintendent of Curriculum and Instruction.

Goals: The goal of the Coordinator of English Language Arts K-12 is to improve teaching and learning by providing leadership in curriculum development, professional development, instruction, and evaluation in all areas of ELA Programming.

Qualifications:

- Hold valid NYS Certification in SDA or SDL and in ELA and/or Reading/Literacy
- Have at least three years of successful teaching experience, experience as an administrator preferred
- Have a strong vision of exemplary ELA/literacy programming K-12
- Display a rich, substantive knowledge both of academic subject matter and of pedagogy

- Have a demonstrated record of seeking growth, responding well to challenge, and accepting the need for change when there is valid evidence that a practice is not working
- Have a demonstrated record of seeking opportunities to collaborate actively with colleagues on teaching and learning challenges
- Demonstrate knowledge of district curriculum, ELA programs, and initiatives in literacy instruction
- Demonstrate the ability to use assessment data to inform instruction and programming decisions
- Demonstrate the ability to evaluate staff using an effective evaluation instrument
- Have a demonstrated record of leadership including designing and developing professional development opportunities for staff
- Demonstrate highly developed interpersonal and oral and written communication skills
- Demonstrate the ability to utilize instructional technology
- Have an excellent record of attendance

Duties and Responsibilities:

- Work collaboratively with Central Office Staff, Coordinators, Directors, Principals, Assistant Principals, Teachers, Teaching Assistants and all staff in the area of ELA
- Lead curriculum development efforts in all areas of ELA and Reading
- Provide professional development support to staff in best practices
- Support staff in administering and interpreting regulations related to ELA programming and assessments
- Collaborate with building administrators to supervise all teachers responsible solely for ELA instruction 6-12 and reading instruction K-12
- Collaborate with Central Office on the Title I grant and programs
- Build capacity in staff to access, interpret and act effectively on data to inform instruction and refine programming decisions
- Participate in the development and assessment of existing and new ELA programs
- Contribute to the design of extended day and extended year programs and to the integration of these programs with the regular educational program for students and parents
- Assist teachers and administrators in all aspects of state assessments related to ELA
- Develop grant applications for ELA Programs
- Maintain records and reports as needed
- Other duties as assigned

Duties and Responsibilities: General

- Must be able to travel between school buildings
- Must be able to lift up to 20 pounds of materials
- Must be able to participate in out-of-district training as needed

Position Title: *Coordinator of Fine Arts K-12 and Coordinator of Elementary Summer School Program*

Overview: The Coordinator of Fine Arts K-12 and Coordinator of Elementary Summer School Program is an 11-month administrative position assigned to oversee the District's Fine Arts Programs across the district during the school year and the District's Elementary Summer School Program, which is a four-week, half-day summer program for approximately 500 children in grades PreK-4. This position reports to the Assistant Superintendent of Curriculum and Instruction for the responsibilities under the Fine Arts job responsibilities and the Director of Guidance for the Elementary Summer School program.

Goals: The goal of the Coordinator of Fine Arts K-12 and Coordinator of Elementary Summer School is to improve teaching and learning by providing leadership in curriculum development, professional development, instruction, and evaluation in all areas of Fine Arts Programming, and to accelerate student learning through leading an exemplary Elementary Summer School Program.

Qualifications:

- Hold valid NYS Certification in SDA or SDL and in Music or Art K-12
- Have at least three years of successful teaching experience, experience as an administrator preferred
- Have a strong vision of exemplary Fine Arts programming K-12 and of effective models of elementary extended year programming
- Display a rich, substantive knowledge both of academic subject matter and of pedagogy as well as the thorough knowledge and understanding of public performances and expectations for performances
- Have a demonstrated record of seeking growth, responding well to challenge, and accepting the need for change when there is valid evidence that a practice is not working
- Have a demonstrated record of seeking opportunities to collaborate actively with colleagues on teaching and learning challenges
- Demonstrate knowledge of district curriculum, programs, and initiatives in Fine Arts Programming
- Demonstrate the ability to use data to inform instruction and programming decisions
- Demonstrate the ability to evaluate staff using an effective evaluation instrument
- Have a demonstrated record of leadership including designing and developing professional development opportunities for staff
- Demonstrate highly developed interpersonal and oral and written communication skills
- Model exemplary practice as an artist/musician
- Demonstrate the ability to utilize instructional technology and assist teachers with the integration of technology in the programs
- Have an excellent record of attendance

Duties and Responsibilities:

- Work collaboratively with Central Office Staff, Coordinators, Directors, Principals, Assistant Principals, Teachers, Teaching Assistants and all staff in the area of Fine Arts and Elementary Summer School
- Lead curriculum development efforts in all areas of Fine Arts
- Provide professional development support to staff in best practices
- Recruit and select staff for Fine Arts in conjunction with the building principals in accordance with the district procedures
- Collaborate with building administrators to supervise all teachers responsible solely for Fine Arts instruction K-12
- Contribute to the design of the District's elementary extended year program and to the integration of this program with the regular educational program for students and parents
- Collaborate with building administrators and the Director of Guidance to design and implement the plan for identifying elementary summer school students, communicating with parents, hiring staff, and putting into place all necessary structures for a successful elementary summer school program
- Supervise summer instructional PreK-4, using the District's method of evaluation
- Build capacity in staff to access, interpret and act effectively on data to inform instruction and refine programming decisions
- Participate in the development and assessment of existing and new Fine Arts programs
- Serve as the District liaison to community arts organizations
- Develop grant applications for Fine Arts Programs
- Maintain records and reports as needed
- Other duties as assigned

Duties and Responsibilities: General

- Must be able to travel between school buildings
- Must be able to lift up to 20 pounds of materials
- Must be able to participate in out-of-district training as needed

Position Title: *Coordinator of Languages Other Than English
K-12*

Overview: The Coordinator of LOTE District-wide is an administrative position assigned to oversee the District's LOTE programs. These programs include but are not limited to the middle school and high school. This position reports to the Assistant Superintendent of Curriculum and Instruction.

Goals: The goal of the Coordinator of LOTE Programs K-12 District-wide is to improve teaching and learning by providing leadership in curriculum development, professional development, instruction, and evaluation in all areas of LOTE Programming.

Qualifications:

- Hold valid NYS Certification in SDA or SDL and in French, Spanish or another LOTE certification K-12
- Have at least three years of successful teaching experience, experience as an administrator preferred, fluency in one of the district's target LOTE languages required
- Have a strong vision of exemplary LOTE programming
- Display a rich, substantive knowledge both of academic subject matter and of pedagogy
- Have a demonstrated record of seeking growth, responding well to challenge, and accepting the need for change when there is valid evidence that a practice is not working
- Have a demonstrated record of seeking opportunities to collaborate actively with colleagues on teaching and learning challenges
- Demonstrate knowledge of district curriculum, programs, and initiatives in LOTE Programming
- Demonstrate the ability to use assessment data to inform instruction and programming decisions
- Demonstrate the ability to evaluate staff using an effective evaluation instrument
- Have a demonstrated record of leadership including designing and developing professional development opportunities for staff
- Demonstrate highly developed interpersonal and oral and written communication skills
- Demonstrate the ability to utilize instructional technology
- Have an excellent record of attendance

Duties and Responsibilities:

- Work collaboratively with Central Office Staff, Coordinators, Directors, Principals, Assistant Principals, Teachers, Teaching Assistants and all staff in the area of LOTE
- Teach LOTE and make use of this class (or classes) to model exemplary LOTE practices
- Lead curriculum development efforts in all areas of LOTE
- Provide professional development support to staff in best practices for promoting LOTE
- Support staff in administering and interpreting regulations related to LOTE Programming
- Supervise all teachers responsible solely for LOTE instruction
- Build capacity in staff to access, interpret and act effectively on data to inform instruction and refine programming decisions

- Participate in the development and assessment of existing and new LOTE programs
- Contribute to the design of extended day and extended year programs and to the integration of these programs with the regular educational program for students and parents
- Participate in LOTE activities including exchange programs and club-sponsored events
- Assist teachers and administrators in all aspects of state assessments related to LOTE
- Develop grant applications for LOTE programming
- Maintain records and reports as needed

Duties and Responsibilities: General

- Must be able to travel between school buildings
- Must be able to lift up to 20 pounds of materials
- Must be able to participate in out-of-district training as needed

Position Title: Coordinator of Testing and Grants (.50)

Overview The Coordinator of Testing is an administrative position assigned to oversee the District's testing programs across the district. This person will also be responsible for all Federal and State grants (not IDEA) such as the Consolidated Grant, C4E, Part 154 and other grants as needed, but not IDEA.. This position reports to the Assistant Superintendent of Curriculum and Instruction.

Goals The goal of the Coordinator of Testing is to ensure that the District is in full compliance with the local and state testing requirements. Additionally, the person will be responsible for arrange testing locations and scoring logistics. The person will oversee the District's major state and federal grants and work with the Director of Technology/Chief Information Officer to ensure that the information is reported to the State Education Department as needed.

Qualifications

- Hold valid NYS Certification in SDA or SDL
- Have at least three years of successful teaching experience, experience as an administrator preferred
- Have a strong knowledge of data analysis and state testing requirements
- Display a rich, substantive knowledge both of academic subject matter and of pedagogy
- Have a demonstrated record of seeking growth, responding well to challenge, and accepting the need for change when there is valid evidence that a practice is not working

- Have a demonstrated record of seeking opportunities to collaborate actively with colleagues on teaching and learning challenges
- Demonstrate knowledge of district curriculum
- Demonstrate the ability to use assessment data to inform instruction and programming decisions
- Have a demonstrated record of leadership
- Demonstrate highly developed interpersonal and oral and written communication skills
- Demonstrate the ability to utilize instructional technology
- Demonstrate flexibility and the ability to manage multiple, shifting projects
- Have an excellent record of attendance

Duties and Responsibilities:

- Work collaboratively with Central Office Staff, Coordinators, Directors, Principals, Assistant Principals, Teachers, and other staff as needed
- Provide professional development support to staff in the area of testing and test training
- Support staff in administering and interpreting NYS regulations related to ELA, math, social studies, ESOL and science assessments and all other district assessments including pre-tests, CoGat, APs, Regents, and PSATs, etc
- Write and monitor Federal, State and other grants
- Collaborate with Central Office on grants and programs
- Build capacity in staff to access, interpret and act effectively on data to share with colleagues
- Assist teachers and administrators in all aspects of state assessments
- Organize testing locations and materials, provide materials to buildings as needed, and collect assessment materials to be delivered to State Ed for processing
- Maintain records and reports as needed
- Other duties as assigned

Duties and Responsibilities: General

Must be able to travel between school buildings

Must be able to lift up to 20 pounds of materials

Must be able to participate in out-of-district training as needed

Position Title: **CPSE/CSE Coordinator/Liaison**

General Duties: The person assigned to this position will be responsible for chairing the CPSE as well as serving as the coordinator between the District,

outside placements and parents for students who are parentally placed in non-public schools, and chairing the CSE meetings for these students.

Reports to: The Director of Special Programs and Services

Overview: This position is within the teacher contract and works cooperatively with colleagues and administrators, outside staff and parents.

Duties and Responsibilities: The person in this position is responsible for:

- Implements and maintains procedures for the operation of the CPSE and CSE and supervises office and administrative procedures to insure efficient CPSE/CSE operation
- Insures that all students referred to the CSE and CPSE receive the necessary evaluations
- Works cooperatively with parents, outside placements and the District to coordinate programs and services as a result of CPSE and CSE meetings
- Prepares agenda, schedules meetings of the CSE and CPSE, assures that mandated members are in attendance at each meeting, and that the parent of each child to be discussed is invited to the meeting. Chairs each CSE and CPSE meeting and makes sure the IEP's are accurately prepared.
- Works cooperatively with the preschool staff to place students in an appropriate program
- Completes all records and reports and submits reports to Director of Special Programs & Services
- Uses data to inform all practices
- Keeps well informed of all NYS laws and regulations pertaining to special education services for school age students in non-public schools and students in preschool

Qualifications:

- Excellent communication skills
- Ability to work with all constituents
- Certification in Special Education or related support service provider areas
- Three-five years experience teaching
- Participation as a member of CSE
- Ability to travel between locations with car

Position Title: ***Committee on Special Education Chairperson***

Overview: The Committee on Special Education (CSE) Chairperson is responsible for all CSE operations including referrals, chairing of meetings and follow-up activities as well as coordination of district-wide IEP development and implementation.

Reports to: This position reports to the Director of Special Programs and Services.

Duties and Responsibilities: The person in this position is responsible for:

- Prepares agenda, schedules meetings of the CSE and CPSE, assures that mandated members are in attendance at each meeting, and that the parent of each child to be discussed is invited to the meeting. Chairs each CSE and CPSE meeting and makes sure the IEP's are accurately prepared, as needed.
- Ensuring compliance of IEP with NYS regulations
- Consulting with parents, staff members and administrators as needed
- Understanding District's continuum of special education services
- Completing information in IEP Direct
- Coordinating information with Human Resources to determine staffing needs
- Coordinating transportation needs as required
- Working cooperatively with administrative staff
- Communicating with the principals and classroom teachers regarding referrals
- Establishing regular communication with Pupil personnel Services (PPS) teams, building Administrators, County Agencies, CSE Chairs, BOCES, Special Education teachers and related service providers, outside agencies
- Performing other duties as assigned by the Director of Special Programs and Services
- Keeping well-informed of all NYS laws and regulations pertaining to special education

Qualifications: The person in this position must:

- Hold NYS certification in any of the following areas: special education, school psychology, speech and hearing handicapped, school social worker or other pupil personnel service provider
- Be highly organized
- Possess at least 3 years of teaching experience
- Be capable of traveling between multiple building locations
- Possess excellent interpersonal skills and the ability to work with people
- Have the ability to lift an average of 10-15 lbs
- Possess excellent communication skills

Position Title: ***Director ELL Programs K-12 District-wide***

Overview: The Director ELL Programs K-12 District-wide is a full-time administrative position assigned to oversee all of the District's instructional programs for English Language Learners (ELLs). These programs include but

are not limited to the ESOL Program K-12, the Newcomer Center, Native Language Arts Instruction, Dual Language Programs, Bilingual Content Instruction, Sheltered Content Instruction, and ESOL Collaborative Classrooms. This position reports to the Assistant Superintendent of Curriculum and Instruction.

Goals: The goal of the Director ELL Programs K-12 District-wide is to improve teaching and learning for ELLs in all settings by providing leadership in curriculum development, professional development, instruction, and evaluation in all areas of ELL Programming.

Qualifications:

- Hold valid NYS Certification in SDA or SDL and ESOL K-12
- Have at least three years of successful teaching experience, experience as an administrator preferred, fluency in Spanish preferred
- Have a strong vision of exemplary ELL programming
- Display a rich, substantive knowledge both of academic subject matter and of pedagogy
- Have a demonstrated record of seeking growth, responding well to challenge, and accepting the need for change when there is valid evidence that a practice is not working
- Have a demonstrated record of seeking opportunities to collaborate actively with colleagues on teaching and learning challenges
- Demonstrate knowledge of district curriculum, programs, and initiatives in ELL Programming
- Demonstrate the ability to use assessment data to inform instruction and programming decisions
- Demonstrate knowledge of laws and regulations pertaining to the education of ELLs
- Demonstrate the ability to evaluate staff using an effective evaluation instrument
- Have a demonstrated record of leadership including designing and developing professional development opportunities for staff
- Demonstrate highly developed interpersonal and oral and written communication skills
- Demonstrate the ability to utilize instructional technology
- Have an excellent record of attendance

Duties and Responsibilities:

- Work collaboratively with Central Office Staff, Coordinators, Directors, Principals, Assistant Principals, Teachers, Teaching Assistants and all staff to build and refine schedules, programs and practices to benefit ELLs
- Lead curriculum development efforts in all areas of ELL Programming
- Provide professional development support to staff in best practices for promoting learning for ELLs
- Support staff in administering and interpreting regulations related to ELL Programming

- Supervise all teachers responsible solely for ELL instruction (e.g., ESOL Teachers, Bilingual Teachers, and participate in the supervision of other teachers partially responsible for ELL instruction (e.g., Dual Language Teachers, Sheltered Content and ELL Collaborative Classroom Teachers)
- Build capacity in staff to access, interpret and act effectively on data to inform instruction and refine programming decisions
- Participate in the development and assessment of programs such as Dual Language
- Contribute to the design of extended day and extended year programs and to the integration of these programs with the regular educational program for students and parents
- Assist teachers and administrators in all aspects of state assessments related to ELLs
- Maintain records and reports as needed

Duties and Responsibilities: General

- Must be able to travel between school buildings
 - Must be able to lift up to 20 pounds of materials
 - Must be able to participate in out-of-district training as needed
-

Position Title: *Director of New York Hospital*

Overview: The Director of New York Hospital is an administrative position assigned to oversee the District's programs at NYH. This position reports to the Assistant Superintendent for Pupil Services.

Goals: The goal of the Director of New York Hospital is to improve teaching and learning by providing leadership in curriculum development, professional development, instruction, and evaluation for all programs housed at New York Hospital program. Additionally, the administrator will be responsible for coordinating with the Hospital staff.

Qualifications:

- Hold valid NYS Certification in SDA or SDL and in special education or related services such as school psychology, speech pathology
- Have at least three years of successful teaching experience, experience as an administrator preferred
- Have an excellent record of attendance
- Have a demonstrated record of seeking opportunities to collaborate actively with colleagues on teaching and learning challenges
- Have a strong vision of exemplary programming

- Have a demonstrated record of seeking growth, responding well to challenge, and accepting the need for change when there is valid evidence that a practice is not working
- Have knowledge and ability to assist staff in conducting Functional Behavioral Assessments and developing Behavioral Intervention Plans; discipline for students with emotional disabilities; appropriate instructional techniques for ED students
- Have a demonstrated record of leadership including designing and developing professional development opportunities for staff
- Display a rich, substantive knowledge both of academic subject matter and of pedagogy
- Demonstrate knowledge of district curriculum, programs, and initiatives in elementary, middle and high school
- Demonstrate the ability to use assessment data to inform instruction and programming decisions
- Demonstrate excellent organizational skills and reliability
- Demonstrate the ability to evaluate staff using an effective evaluation instrument
- Demonstrate highly developed interpersonal and oral and written communication skills
- Demonstrate the ability to use instructional technology
- Demonstrate an ability to access and work effectively with Community Resource agencies

Duties and Responsibilities:

- Work collaboratively with Central Office Staff, Coordinators, Directors, Principals, Assistant Principals, Teachers, Teaching Assistants, clerical personnel
- Coordinate and supervise the instructional programs for children in day and inpatient programs at the elementary and secondary level
- Work with the Committee on Special Education from White Plains and referring school districts
- Assist teachers in the implementation of IEPs for each student assigned to the program
- Provide professional development support to staff in academic best practices
- Support staff in administering and interpreting regulations related to NYH
- Supervise all teachers, teaching assistants and clerical personnel working at NYH
- Build capacity in staff to access, interpret and act effectively on data to inform instruction and refine programming decisions
- Assist teachers and teaching assistants in developing and implementing appropriate instructional programs and work cooperatively with the staff of NYH in planning and executing educational, therapeutic and recreational activities
- Develop appropriate budgets for the Hospital program that are in alignment with the District's procedures

- Contribute to the design of extended year programs and to the integration of all NYH programs with the regular educational program for students and parents as appropriate
- Coordinate with the Guidance Department and WPHS regarding programs for secondary level White Plains students
- Maintain records and reports as needed
- Conduct staff meetings and participate in individual, unit and group staff meetings
- Represent White Plains Public Schools at hospital meetings
- Interview, make recommendations for employment for teachers, teaching assistants, clerical personnel
- Responsible for school safety protocols at NYH programs
- Responsibility for administration of State tests
- Other duties as assigned

Duties and Responsibilities: General

- Must be able to travel between school buildings
- Must be available for training as needed

Position Title: *Director of Staff Development (Part-Time)*

Overview: The Director of Staff Development is a teaching level position assigned to work with the Assistant Superintendent of Curriculum and Instruction and the staff development team. This position reports to the Assistant Superintendent of Curriculum and Instruction.

Goals: The goal of the Director of Staff Development is to work with the staff development team and the Assistant Superintendent of Curriculum Development to develop meaningful conference day presentations, assist with New Teacher Orientation, mentor selection and teacher center grants.

Qualifications:

- Hold valid NYS Teacher Certification
- Have at least three years of successful teaching experience
- Have a strong vision of exemplary staff development program
- Display a rich, substantive knowledge both of academic subject matter and of pedagogy
- Have a demonstrated record of seeking opportunities to collaborate actively with colleagues on teaching and learning challenges
- Demonstrate knowledge of district policies and practices
- Demonstrate knowledge of district curriculum, programs, and initiatives
- Demonstrate highly developed interpersonal and oral and written communication skills
- Demonstrate the ability to utilize instructional technology

- Have an excellent record of attendance

Duties and Responsibilities:

- Work collaboratively with Assistant Superintendent of Curriculum and Instruction
- Represent the Center at required State meetings and Lower Hudson Teacher Center meetings
- Participate in developing District Wide Staff Development on conference days and new teacher training
- Oversee mentor program and selection
- Help set direction for the staff development team in conjunction with the Chairperson of the Staff Development Team
- Supervise the part time clerical staff in conjunction with shared administrator
- Submit reports as needed to the State Education Department
- Work with the Assistant Superintendent C/I and the staff development team to complete and submit teacher center grant applications
- Coordinate the Mini-Grant program
- Coordinate in-service courses
- Maintain records and reports as needed

Duties and Responsibilities: General

- Must be able to travel between school district and meetings at State Education and other locations
 - Must be able to participate in out-of-district training as needed
-

Position Title: *Excel Learning Center Coordinator*

The Learning Center Coordinator will provide general oversight of the academic components of the Youth Bureau's Excel Program. Learning Centers are located at the Highlands Campus, the Eastview Campus, White Plains High School, and Rochambeau School, and the Youth Bureau.

Other duties include:

- Daily supervision of Learning Center instructors;
- Development of project-based learning activities in concert with site directors and the Excel Program Director;
- Coordination of all academic activities;
- Regular meetings with all Learning Center staff;
- Reports directly to the Excel Program Director.

The Learning Center Coordinator will be primarily housed at the Highlands Campus.

Qualifications: Certified teacher with some administrative experience.

Position Title: Excel Learning Center Family Program Facilitators

The Learning Center Family Program Facilitators will oversee parent outreach activities for the Youth Bureau's Family Excel Program. The Program Facilitators will ensure that 250 families of Excel students participate in discussions, workshops and social events during the school year.

This objective may be reached through the following ways:

- An expo that highlights the diverse programs and services available to middle and high school students in White Plains Public Schools
- A panel discussion with education professionals and engaged parents regarding how to advocate for their children's education
- Other workshops aimed at increasing parent participation in the schools
- Parent meetings in the respective buildings that allow parents to have informal exchanges with the buildings' leadership and other staff
- Any other creative means of reaching out to parents
-

The Program Facilitators will complete monthly reports for the Excel Learning Center Coordinator regarding his/her activity for the month and outcomes.

Qualifications: NYS Certified School Social Worker or School Counselor

POSITION TITLE: House Administrator

Overview: This is an eleven month (11) administrative position that is responsible for all aspects of the administration of a house within a secondary building. This position reports to the Building Principal.

Goal: The goal of this position is to oversee programs related to the secondary schools under the direction of the building principal.

Duties and Responsibilities:

1. Assist faculty in developing expertise in instructional practices;
2. Oversee afterschool academic or co-curricular activities for students as needed;
3. Provide student discipline as needed and follow through discipline referrals with teachers, parents and students;

4. Provide after school supervision including afternoon and evening activities such as sport events or PTA meetings, transitional meetings, Honors meetings, Open House and others;
5. Provide technology support, staff development, and information as needed in conjunction with the Coordinator for Instructional Technology;
6. Coordinate new student records between the guidance department and teachers as needed;
7. Serve as a member of the Principal's Cabinet and perform responsibilities assigned from meetings;
8. Provide programs and activities, policies, and procedures within the building framework;
9. Understand and use data in the decision making process at the building level;
10. Work with teachers and support staff to keep accurate attendance records;
11. Assist with scheduling as needed including building scheduling and testing schedules;
12. Contact parents on an ongoing basis to foster positive relationships between home and school;
13. Develop and implement special programs for the White Plains community, such as workshops for parents and other community groups as needed;
14. Participate on recruitment and selection committees as needed;
15. Evaluate staff in accordance with the district procedures;
16. Supervise, evaluate and provide assistance to staff members;
17. Facilitate meetings between various groups effectively;
18. May be required to train groups of people on technology;
19. May be required to interview new students to the district for placement purposes as required;
20. May be required to oversee security guards at the building level including ensuring appropriate guard certification;
21. Other responsibilities as directed by the Building Principal.

General Duties and Responsibilities

1. Thorough knowledge of the principles, practices, and methods of good instructional practices;
2. Ability to follow through on all assignments
3. Strong work ethic and ability to work beyond the school day;
4. Ability to formulate, transmit, understand, and carry out complex oral and written instructions; ability to communicate effectively, both orally and in writing;
5. Ability to establish and maintain effective working relationships with all staff members including administrators, teachers and support staff;
6. Ability to work cooperatively with all members of the administrative team to accomplish the district and building goals.

Qualifications

1. New York State Certification as a School Administrator or Supervisor, School District Administrator or School District Leader or School Building Leader;
 2. Secondary level teaching and administrative experience preferred.
-

Position Title: *Instructional Specialist – K-5*

Overview: K-5 Instructional Specialists are full-time teacher leaders/staff developers. Each one is assigned to an elementary building, and all have district-wide responsibilities. This position is supervised by the Assistant Superintendent of Curriculum and Instruction with input from the building principals.

Goals: The goals of the K-5 Instructional Specialists are to provide teacher leadership in professional development and curriculum development to enable every school within the district to meet district goals, such as the Second Grade Reading Goal and the Success in Algebra and Beyond Goal, as well as to build district, building level, and individual capacity in the use of data to inform instruction and to refine programming decisions.

Qualifications:

- Hold valid NYS Certification in Common Branch Subjects (Pre-K – 6) or Early Childhood (Birth – 2) and Childhood Education (1-6) or dually certified in Elementary Education and Special Education or Elementary Education and ESOL
- Have at least three years of successful teaching experience
- Display a rich, substantive knowledge both of academic subject matter and of pedagogy
- Have a demonstrated record of seeking growth, responding well to challenge, and accepting the need for change when there is valid evidence that a practice is not working
- Have a demonstrated record of seeking opportunities to collaborate actively with colleagues on teaching and learning challenges
- Demonstrate knowledge of district curriculum, programs, and initiatives in ELA and Mathematics
- Demonstrate the ability to use assessment data to inform instruction and programming decisions
- Demonstrate the ability to differentiate instruction appropriate to a diverse school district
- Have a demonstrated record of teacher leadership including designing and developing professional development opportunities for staff including but not limited to workshops, grade level meetings, coaching, demonstration lessons, and collegial intervisitations

- Demonstrate highly developed interpersonal and oral and written communication skills
- Demonstrate the ability to utilize instructional technology
- Have an excellent record of attendance

Duties and Responsibilities: Building Level

- Work collaboratively with Principals, Assistant Principals, teachers, teaching assistants and all building staff
- Provide professional development support to staff in ELA and mathematics through workshops, demo lessons, lesson study, coaching, co-teaching, co-planning, consulting on environments, consulting on differentiation, and other associated activities
- Support staff in administering and interpreting assessments
- Build capacity in staff to access, interpret and act effectively on data to inform instruction and refine programming decisions
- Contribute to the leadership and facilitation of the literacy team(s), the building staff development team, and grade level team meetings
- Contribute to the organization of ELA and Math Nights and other parent education activities
- Contribute to the management and productive use of the Book Room
- Contribute to the management of instructional supplies including but not limited to *Investigations* materials, Fountas and Pinnell materials, DRA materials
- Maintain records and reports as needed.

Duties and Responsibilities: District Level

- Work collaboratively with Central Office staff, Coordinators, Directors, other Instructional Specialists, teachers and district staff
- Attend ongoing professional development activities to deepen expertise in best practices related to district curriculum and instruction
- Participate in the design and enactment of district-wide professional development opportunities in coordination with administrative staff
- Take chief responsibility for one area of professional or curriculum development, to be assigned
- Lead curriculum committees or task forces and contribute to the management of the Atlas maps
- Participate in the scoring of state assessments
- Oversee summer and school-year curriculum projects
- Maintain records and reports as needed

Duties and Responsibilities: General

- Must be able to travel between school buildings
- Must be able to lift up to 20 pounds of materials
- Must be able to participate in out-of-district training as needed

Note: This position is not administrative, and does not include duties related to student discipline, teacher supervision, or building management (including creating the building master or support schedule). It also does not include providing substitute teacher coverage.

Position Title: *Instructional Specialist – Middle School - ELA*

Overview: The Middle School Instructional Specialist - ELA is a full-time teacher leader/staff developer. S/he is assigned to both campuses of the Middle School, and s/he has district-wide responsibilities. This position may include a period of teaching or co-teaching for purposes of creating a Professional Development Lab Class. This position is supervised by the Assistant Superintendent of Curriculum and Instruction with input from the building principals.

Goals: The goals of the Middle School Instructional Specialist - ELA are to provide teacher leadership in professional development and curriculum development to enable the district to reach three of its top goals:
Maintain 90% of students as reading on grade level throughout the middle school years,
Improve student outcomes through the use of Differentiated Instruction, and
Build district, building level, and individual capacity in the use of data to inform instruction and to refine programming decisions.

Qualifications:

- Hold valid NYS Certification in ELA (5-9) or (5-9 and 7–12) or dually certified in ELA and Special Education or ELA and ESOL or ELA and Reading/Literacy
- Have at least three years of successful teaching experience
- Display a rich, substantive knowledge both of academic subject matter and of pedagogy
- Have a demonstrated record of seeking growth, responding well to challenge, and accepting the need for change when there is valid evidence that a practice is not working
- Have a demonstrated record of seeking opportunities to collaborate actively with colleagues on teaching and learning challenges
- Demonstrate knowledge of district curriculum, programs, and initiatives in ELA
- Demonstrate the ability to use assessment data to inform instruction and programming decisions
- Demonstrate the ability to differentiate instruction appropriate to a diverse school district
- Have a demonstrated record of teacher leadership including designing and developing professional development opportunities for staff including but not limited to workshops, grade level meetings, coaching, demonstration lessons, and collegial intervisitations

- Demonstrate highly developed interpersonal and oral and written communication skills
- Demonstrate the ability to utilize instructional technology
- Have an excellent record of attendance

Duties and Responsibilities: Building Level

- Work collaboratively with Principals, Assistant Principals, teachers, teaching assistants and all building staff
- Provide professional development support to staff in ELA through workshops, demo lessons, lesson study, coaching, co-teaching, co-planning, consulting on environments, consulting on differentiation, and other associated activities
- Support staff in administering and interpreting assessments
- Build capacity in staff to access, interpret and act effectively on data to inform instruction and refine programming decisions
- Contribute to the leadership and facilitation of grade level team meetings
- Contribute to the organization of parent education activities
- Contribute to the design of extended day and extended year programs and to the integration of these programs with the regular educational program
- Maintain records and reports as needed.

Duties and Responsibilities: District Level

- Work collaboratively with Central Office staff, Coordinators, Directors, other Instructional Specialists, teachers and district staff
- Attend ongoing professional development activities to deepen expertise in best practices related to district curriculum and instruction
- Participate in the design and enactment of district-wide professional development opportunities in coordination with administrative staff
- Lead curriculum committees or task forces and contribute to the management of the Atlas maps
- Take a leadership role in the scoring of state assessments
- Oversee summer and school-year curriculum projects
- Maintain records and reports as needed

Duties and Responsibilities: General

- Must be able to travel between school buildings
- Must be able to lift up to 20 pounds of materials
- Must be able to participate in out-of-district training as needed

Note: This position is not administrative, and does not include duties related to student discipline, teacher supervision, or building management (including creating the building master or support schedule). It also does not include providing substitute teacher coverage.

Position Title: Library / Media Specialist

Non-Print Program Administrator

Purchasing:

- Purchase media hardware needed by library/media center to remain current and to support library courseware (Examples: Flip video cameras, Canon digital cameras, InFocus projectors).
- Work with district administration and teaching staff to support media software/hardware needs in classrooms and presentation facilities. Purchase all media equipment loaned to staff on a short-term basis. Advise staff and administration in purchasing decisions for hardware/software owned by departments outside of library/media center.
- Purchase and update video DVD collection. Work with all departments to purchase video programming to support educational curricula.
- Develop, purchase and support audio CD collection. Work with all departments to add to collection based on request and instructional requirements.
- Purchase, preview, and support audio book collection.
- Work with district purchasing department to update bid list based on annual equipment hardware/software purchasing requirements.
- Approve all library media center purchasing through district Finance Manager application.

Maintenance:

- Maintain equipment reservation system for all AV and technical equipment distributed by high school library media center to faculty and staff throughout district.
- Track and maintain equipment usages records.
- Perform minor maintenance on AV hardware and software.
- Document repair needs for all library/media center hardware and software. Coordinate repair of long-term loan equipment (housed for the year in classrooms and offices) with district AV technician and staff.
- Review outside vendor repair estimates and approve expenditures depending on type of equipment, age, reliability, and budget constraints.
- Coordinate repair of high school computer equipment located in media center by trouble-shooting, documenting, and acting as liaison with district technology specialist and BOCES network technicians.
- Maintain and update library of AV equipment documentation to diagnose and repair equipment purchased by library/media center.

Presentation / Meeting Equipment Liaison:

- Coordinate AV equipment needs for district presentations held at high school.
- Assemble and test AV hardware in presentation locations. Examples: district presentations held in Main Auditorium, WISE presentations held in various locations throughout the high school, department meetings, week end and week night programs per building request applications, 8th grade open house night, PTA meetings, and Board of Education meetings.
- Community liaison for weekend/evening events requiring AV hardware. Coordinate AV equipment needs, reserve and distribute equipment to designated personnel. Examples: Science Fairs, Health Fairs, Authentic Science Research presentations, etc.

Supervision:

- Document library/media center security issues with administration and in-house security personnel. Historical problems have included unlocked and open doors, vandalism and animal invasions.
- Train and manage library teaching assistant and library student helpers.

Teacher and Learner:

- Collaborate with high school teachers to conduct classes using district online resources and library print collection for student research projects.
- Collaborate with high school teachers to conduct Library Orientation Program (one full class period) to all classes needing an overview of our high school library.
- Expect solid, internet resources.
- Teaching information literacy, internet resources.
- Work with library/media center staff to review and update library procedures on loaning and documenting equipment use to staff and administration.
- Attend outside conferences, classes, and professional workshops to maintain hands-on user skills, gather knowledge of current trends in the field, and remain a valid resource within the profession. (Examples: “Celebration of Teaching & Learning 2010” conference, “Secret Formula for Successful Searching: Search Engines, Social Media, Government Sources, and More” online course offered through Simmons College Graduate School of Library and Information Science, 2010.)

Information Specialist:

District Software Application Use/Library Online Publication Composition and Design/Hands-On Media Production

- Maintain Follett Destiny Library System hands-on user expertise.
- Maintain videoconferencing hands-on user expertise. Collaborate with teachers to encourage use of videoconferencing in their classrooms. Act as high school videoconferencing resource (along with a teacher).

- Administer high school library website. Perform regular updates, edits, and enhancements (Example: 2010 Summer Reading Lists – Grades 9 – 12) using Schoolwires.
- Write and distribute WPHS Library Media Center newsletter using Microsoft Publisher. Library Newsletter is included within the library website.
- Maintain current media equipment user skills by working with all equipment owned by our department and by providing the following services to our user community:
 1. Lamination of instructional materials based on student/staff request
 2. Duplication of audio instruction (primarily for foreign language department)
 3. Digital still photography and videography

Library Floor and Study Supervisor – Proactive Literacy Leader:

Spend one-half of each school day supervising students using library as a study hall and research center. Offer hands-on assistance as necessary to all library patrons with technical/PC questions, research questions, print collection needs, and Follett Destiny library system business. Maintain conducive learning environment and monitor students to attain respectful student library behavior. Review and generate student passes based on timeliness and validity. Alternate class periods with the other high school librarian (when there is one) to share and equally divide this daily part of the job. Since there is no longer a Media Aide (position removed in 2008) and our Teaching Assistant positions have been reduced to one part-time employee (formerly two full-time employees), this job responsibility has to be performed simultaneously with all other elements of the job as described above. In other words, due to severe staff reduction and resulting increased job responsibilities, this job – done successfully – requires working in at least two locations at the same time throughout much of the school day.

- Address discipline problems by sending students to their house administrators, removing them from use of our computers if they violate established rules and procedures, and calling security if fights occur or behavior becomes a danger to staff and students.
- Work to clear library of students at end of each class period. Stand at library entrance at beginning of each class period to enforce line-up of entering students, review passes, assign research class students to correct location (computer room, etc.), and maintain a quiet hallway/entrance prior to the beginning of the class period.
- Work with library staff to “read shelves” and perform full printed materials inventory on a regular basis at end of academic year.
- Weed print collection as well as AV hardware and software to maintain pertinent and useful collection of instructional courseware.
- Maintain orderly and accurate shelving per Dewey decimal system.
- Duplicate and forward documents by request to extended user community.

- Maintain hands-on thorough understanding of Follett Destiny library system to check out/renew books, locate resources, and to resolve overdue/fine/replacement issues.
 - Work with all patrons to access and understand our collection, and generate reports as required.
-

Position Title: Mentor Teacher Facilitator

Overview: The Mentor Teacher Facilitator will work with the Staff Development Facilitator, the WPTA, and the Assistant Superintendent for HR. The position is outside of the regular school hours and school day.

Goals: The goal of Mentor Teacher Facilitator is to work collaboratively to develop a meaningful mentor teacher program for new teachers. The program should include the development of mentor training sessions and guidelines and implementation of the mentor program.

Qualifications:

- Hold valid NYS Teacher Certification
- Have at least five years of successful teaching experience and be tenured in the District
- Have a strong vision of an exemplary mentor teacher program
- Display a rich, substantive knowledge both of academic subject matter and of pedagogy
- Have a demonstrated record of seeking opportunities to collaborate actively with colleagues on teaching and learning challenges
- Demonstrate knowledge of adult learning styles
- Demonstrate knowledge of NYS mentor programming
- Demonstrate excellent organizational skills and follow through
- Demonstrate knowledge of district curriculum, programs, and initiatives
- Demonstrate highly developed interpersonal and oral and written communication skills
- Demonstrate the ability to utilize instructional technology to provide presentations to staff

Duties and Responsibilities:

- Work collaboratively with Assistant Superintendent for HR, the Staff Development Facilitator and the WPTA
- Participate in training to new teachers and mentors during orientation
- Oversee mentor program and selection
- Coordinate in-service courses and stipends as requested by the mentors
- Maintain records and reports as needed

Duties and Responsibilities: General

- Must be able to provide training to new teachers and mentors as required
-

Position Title: *New York Hospital S.T.A.R. Teacher Coordinator*

Overview: The New York Hospital Program teacher coordinator is a full time teacher leader. This position reports directly to the Director of New York Hospital.

Goals: The goal of the New York Hospital teacher coordinator is to provide leadership in the New York Hospital's daily operations and assist in the maintenance of productive and successful environment for students and staff.

Qualifications:

Must be a New York Hospital STAR teacher

Hold valid NYS Certification in Special Education

Have at least three years of successful teaching experience

Display a rich, substantive knowledge both of academic subject matter and of pedagogy and familiarity with the day to day operations of New York Hospital program

Duties and Responsibilities:

- Work collaboratively with the Director of New York Hospital, teachers, teaching assistants, New York Hospital staff and clinical staff.
 - Serve as point person during fire and safety drills
 - Coordinate preparations for fall and spring Open House and Graduation
 - Track and collate Regents and State testing materials
 - Assist the Director with the following:
 - Collaboration with outside districts, including student needs, progress and referrals;
 - Communication with outside service providers;
 - Assist with scheduling
 - Provide student supervision and discipline as needed for the smooth operation of the program
 - Other duties as assigned
-

Position Title: *Newcomer Center Teacher Coordinator*

Overview: The Newcomer Center teacher coordinator is a full time teacher leader. This position reports directly to the Director of ELL Programming.

Goals: The goal of the Newcomer Center teacher coordinator is to provide leadership in the Newcomer Center's daily operations and assist in the maintenance of a welcoming, enriching environment designed to meet the needs of Newcomer students and families.

Qualifications:

Must be a Newcomer Center teacher

Hold valid NYS Certification in ESL

Have at least three years of successful teaching experience

Display a rich, substantive knowledge both of academic subject matter and of pedagogy and familiarity with the day to day operations of the Newcomer Center

Duties and Responsibilities:

- Work collaboratively with the Director of ELL Programming, Eastview and Pre-K building administrators, teachers, teaching assistants and other building staff.
- Serve as point person during fire drills with aide of office assistant (ensuring all staff and students are accounted for)
- Coordinate preparations for fall and spring Open House
- Facilitate D day PD sessions as needed
- Review testing materials to ensure all is collated per testing office guidelines
- Assist with intakes as needed
- Manage Summer School identification process
- Arrange transition rehearsals
- Other duties as assigned

Note: This position is not administrative and does not include duties related to student discipline or teacher/teaching assistant supervision.

Position Title: ***Principal - Elementary***

SUMMARY: Responsible for day-to-day building administration and the safety of both students and staff. Provides leadership in all areas of instruction. Ensures a safe and effective educational atmosphere, provides discipline as necessary, and enforces school policy.

EDUCATION and/or EXPERIENCE:

Experience as a teacher and administrator preferred.

Valid New York State School Administrator/Supervisor or School District Administrator certification, School District Leader or School Building Leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Administers the overall school program.
2. Supervises and evaluates all teaching and support staff within the school.

3. Makes use of a variety of structures and strategies to provide instructional leadership for the school: organizes and interprets student data, designs and conducts professional development sessions, conducts walk-throughs and learning walks, facilitates professional learning communities.
4. Assigns and schedules teachers and students, in conjunction with coordinators.
5. Maintains positive and respectful relationships with parents, parent groups, school volunteers, and outside agencies.
6. Participates in district-wide activities, in-service workshops, and committees, as appropriate.
7. Provides for a positive, high-expectations/high-support academic environment for students and staff.
8. Prepares the school budget and works with Assistant Superintendent of Business for budgeting/purchasing.
9. Works with respective department coordinators to select educational materials to meet the needs of students and teachers.
10. Works with Central Office Staff to coordinate processes for the effective functioning of the school.
11. Maintains student discipline, order, and uniformity of organization.
12. Ensures the implementation of all rules and regulations of the Board of Education and the Superintendent of Schools or his/ her representative.
13. Maintains all records and reports as required.
14. Performs all duties prescribed by law, e.g., fire and other safety regulations.
15. Reads, analyzes, and interpret general professional journals, financial reports and governmental regulations.
16. Writes reports, business correspondence, and procedure manuals.
17. Presents information to community groups, employees of the District, and the general public.
18. Defines problems, collects data, establishes facts, and draws valid conclusions.
19. Performs such other duties as may be assigned by the Superintendent or his/her designee.
20. Proficient in computers and computer technology.
21. Other duties as assigned.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in the field of education.

Ability to establish and maintain effective working relationships with all members of our diverse school community.

Ability to communicate clearly and concisely both in oral and written form.

Ability to understand and implement district requirements and Board of Education policies.

Ability to use personal computer applications such as word processing, spread sheets, etc.

Ability to meet the demands of extended work days, including afterschool and evening activities.

Ability to handle and balance multiple demands at the same time.
Ability to stand for long periods of time and walk around a large building to assist students and teachers.

Position Title: *Principal - High School*

SUMMARY: Responsible for day-to-day building administration and the safety of both students and staff. Provides leadership in all areas of instruction. Ensures a safe and effective educational atmosphere, provides discipline as necessary, and enforces school policy.

EDUCATION and/or EXPERIENCE:

Experience as a teacher and administrator preferred.
Valid New York State School Administrator/Supervisor or School District Administrator certification, School District Leader or School Building Leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Administers the overall school program.
2. Supervises and evaluates all teaching and support staff within the school.
3. Makes use of a variety of structures and strategies to provide instructional leadership for the school:
organizes and interprets student data, designs and conducts professional development sessions, conducts walk-throughs and learning walks, facilitates professional learning communities.
4. Assigns and schedules teachers and students, in conjunction with coordinators.
5. Maintains positive and respectful relationships with parents, parent groups, school volunteers, and outside agencies.
6. Participates in district-wide activities, in-service workshops, and committees, as appropriate.
7. Provides for a positive, high-expectations/high-support academic environment for students and staff.
8. Prepares the school budget and works with Assistant Superintendent of Business for budgeting/purchasing.
9. Works with respective department coordinators to select educational materials to meet the needs of students and teachers.
10. Works with Central Office Staff to coordinate processes for the effective functioning of the school.
11. Maintains student discipline, order, and uniformity of organization.
12. Ensures the implementation of all rules and regulations of the Board of Education and the Superintendent of Schools or his/ her representative.
13. Maintains all records and reports as required.

14. Performs all duties prescribed by law, e.g., fire and other safety regulations.
15. Reads, analyzes, and interpret general professional journals, financial reports and governmental regulations.
16. Writes reports, business correspondence, and procedure manuals.
17. Presents information to community groups, employees of the District, and the general public.
18. Defines problems, collects data, establishes facts, and draws valid conclusions.
19. Performs such other duties as may be assigned by the Superintendent or his/her designee.
20. Other duties as assigned.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in the field of education.

Ability to establish and maintain effective working relationships with all members of our diverse school community.

Ability to communicate clearly and concisely both in oral and written form.

Ability to understand and implement district requirements and Board of Education policies.

Ability to use personal computer applications such as word processing, spread sheets, etc.

Ability to meet the demands of extended work days, including afterschool and evening activities.

Ability to handle and balance multiple demands at the same time.

Ability to stand for long periods of time and walk around a large building to assist students and teachers.

Position Title: *Principal - Middle School*

SUMMARY: Responsible for day-to-day building administration and the safety of both students and staff. Provides leadership in all areas of instruction. Ensures a safe and effective educational atmosphere, provides discipline as necessary, and enforces school policy.

EDUCATION and/or EXPERIENCE:

Experience as a teacher and administrator preferred.

Valid New York State School Administrator/Supervisor or School District Administrator certification, School District Leader or School Building Leader certification.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Administers the overall school program.
2. Supervises and evaluates all teaching and support staff within the school.
3. Makes use of a variety of structures and strategies to provide instructional leadership for the school: organizes and interprets student data, designs and conducts professional development sessions, conducts walk-throughs and learning walks, facilitates professional learning communities.
4. Assigns and schedules teachers and students, in conjunction with coordinators.
5. Maintains positive and respectful relationships with parents, parent groups, school volunteers, and outside agencies.
6. Participates in district-wide activities, in-service workshops, and committees, as appropriate.
7. Provides for a positive, high-expectations/high-support academic environment for students and staff.
8. Prepares the school budget and works with Assistant Superintendent of Business for budgeting/purchasing.
9. Works with respective department coordinators to select educational materials to meet the needs of students and teachers.
10. Works with Central Office Staff to coordinate processes for the effective functioning of the school.
11. Maintains student discipline, order, and uniformity of organization.
12. Ensures the implementation of all rules and regulations of the Board of Education and the Superintendent of Schools or his/ her representative.
13. Maintains all records and reports as required.
14. Performs all duties prescribed by law, e.g., fire and other safety regulations.
15. Reads, analyzes, and interprets general professional journals, financial reports and governmental regulations.
16. Writes reports, business correspondence, and procedure manuals.
17. Presents information to community groups, employees of the District, and the general public.
18. Defines problems, collects data, establishes facts, and draws valid conclusions.
19. Performs such other duties as may be assigned by the Superintendent or his/her designee.
20. Proficient in computers and computer technology.
21. Other duties as assigned.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in the field of education.

Ability to establish and maintain effective working relationships with all members of our diverse school community.

Ability to communicate clearly and concisely both in oral and written form.

Ability to understand and implement district requirements and Board of Education policies.

Ability to use personal computer applications such as word processing, spread sheets, etc.

Ability to meet the demands of extended work days, including afterschool and evening activities.

Ability to handle and balance multiple demands at the same time.

Ability to stand for long periods of time and walk around a large building to assist students and teachers.

Position Title: *Special Education Administrator*

Primary Role: To provide leadership in all areas of Special Education in grades Pre-K through high school for students with special education needs.

Job Responsibilities:

- Provides leadership on special education initiatives, programs and services
- Coordinates data collection and data analysis for special education students, insuring accuracy of data with other district data bases and utilizes data analysis to monitor student achievement;
- Provides leadership to CSE operations and supervision of the CSE and CPSE Chairpersons;
- Coaches Committee on Special Education chairpersons;
- Completes and submits data reports to the NYSED;
- Oversees child find regulations for private schools;
- Designs and implements professional development for all special education staff
- Advises/provides the Assistant Superintendent of Pupil Services on staff development needs for special education programs and services;
- Participates in the recruitment and selection of special education staff;
- Collaborates with and advises with the building administration to address special education requirements and services;
- Writes and updates the district's Special Education Plan, as well as advises on proposed policy/procedure changes as it relates to special education;
- Monitors day to day office supervision and work flow in the Special Education department office;
- Provides guidance related to NYS Special Education regulations and interpretation and insures compliance with regulations;
- Conducts formal and informal observations and evaluations of Special Education Teachers and Chairpersons;
- Develops and manages Special Education Budget and Federal IDEA funding

- Participates in the analysis of costs to ensure that the appropriate services are provided in a cost effective manner.
- Conducts CSE meetings if required.

Qualifications:

- Thorough knowledge of Special Education rules and regulations related to a large district program;
- Strong interpersonal skills;
- High level of knowledge of best practices in curriculum, instruction, assessment and professional development;
- Knowledge of Federal IDEA funding and Special Education fiscal management;
- Ability to formulate, transmit, understand, and carry out complex oral and written instructions;
- Ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective working relationships with all staff members including administrators, teachers and support staff;
- Evidence of exemplary follow-through on tasks and responsibilities.
- New York State Certification as a School District Administrator or a School District Leader
- Must be able to travel between school buildings
- Must be able to work extended hours and days