



PERSONNEL BULLETIN FOR THE 2023-2024 SCHOOL YEAR:

Assistant Principal at Park Avenue School

Overview of the Position

Due to an announcement of a retirement, the Westbury Union Free School District is seeking an Assistant Principal at Park Avenue School.

Qualifications, duties, and performance responsibilities will include, but are not limited to:

- Comprehensive knowledge of New York State learning standards, including expertise in elementary curriculum, instruction, and assessment.
- Proven leadership in areas of childhood development, staff development, staff supervision/evaluation, problem solving, shared decision making, community engagement, strategic planning, and budgeting.
- Analyzes and utilizes all summative, formative, and common assessment data for the improvement of curriculum for instruction and student achievement (experience with the implementation of Professional Learning Communities is preferred).
- Relates well with elementary school students and demonstrates a commitment to the social-emotional, physical, and academic growth of children.
- Knowledge and experience with evidence based literacy and numeracy programs at the early childhood and childhood levels; knowledge of the science of reading and adaptation to diverse learners.
- Experience with proactive communication and building strong relations with all members of the school community, with a commitment to active parent involvement and regular attendance at co-curricular events.
- Experience in managing all facets of the daily operations of a school building, including supervision of staff.
- Expertise in the implementation of highly effective literacy and math methodology.
- Maintains a school-wide climate and organization for learning (high expectations, cooperation, support, positive attitudes, etc.).
- Commitment to working collaboratively as a member of the administrative team and partner with Central Administration, the Principal/Assistant Principal of Park Avenue School, and Directors to align initiatives with the supervision of instruction.
- Incorporates computer and other 21st Century technology into the management and instructional processes.
- Strong verbal and written communication skills, as well as interpersonal skills.
- Perform all other duties as assigned by the Central Administration and the Principal of Park Avenue School.

Requirements and qualifications for the position:

- New York State School Building Leader Certification (SBL) or New York State School Administrator and Supervisor certification (SAS).
- At least five (5) years of successful elementary teaching experience with tenure conferred is required.
- Successful experience in elementary school administration and staff supervision is preferred.
- Doctorate preferred.

Salary and Benefits:

- As per Westbury Association of Administrators and Supervisors Contract.



WESTBURY

UNION FREE SCHOOL DISTRICT

Dr. Tahira DuPree Chase
Superintendent of Schools

2 Hitchcock Lane, Westbury, NY 11568

P: (516) 874-1935

E: hr@westburyschools.org

INTERESTED APPLICANTS:

Please submit a cover letter and resume to www.OLASjobs.org by the end of the day on **Tuesday, May 23, 2023.**

Westbury Union Free School District is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, religion, sex, sexual orientation, gender expression, disability, or age.

It is the obligation of the Westbury Union Free School District to embrace the diversity within our District, while actively eliminating practices that perpetuate the disparities among our students, so that all students can benefit. The WUFSD is a community that ensures equitable access to a world class education, unleashing the potential of every student. The WUFSD focuses on the individual and unique needs of each student.

PLEASE REMOVE AFTER TUESDAY, MAY 23, 2023.