



# MILLBROOK

## CENTRAL SCHOOL DISTRICT

### Elementary Principal

#### **Position – Elementary Principal**

The Millbrook Central School District seeks a talented, experienced, and innovative educator to lead an engaged and connected learning community at Alden Place Elementary School. The school spans grades 3-5 with a student population of approximately 160 students. Alden Place Elementary School focuses on developing the whole child including academic achievement, intellectual curiosity, and social-emotional well-being. The core values of Millbrook CSD create the acronym PEACE representing Purpose, Ethics, Acceptance, Community and Evolution. We strive to foster collaborative learning environments where students are encouraged to think critically and take meaningful risks; cultivating balanced lives filled with purpose and contribution through strong relationships; and inspiring leadership through inquiry and innovation; preparing students for an interconnected world rooted in the principles of sustainability and not for oneself. This individual is responsible for fostering a positive learning environment, implementing educational programs, managing school operations, and ensuring student success and staff development. The principal collaborates with teachers, parents, district administrators, and the community to achieve academic and organizational goals.

#### **Key Responsibilities**

##### **Leadership and Instruction**

- Establish and promote a vision for academic excellence and student achievement.
- Lead the development, implementation, and evaluation of instructional programs including a comprehensive literacy program aligned with the Science of Reading, multisensory reading programs, that meet state and district standards
- Oversee the implementation of the Eureka Math<sup>2</sup> curriculum, ensuring effective instructional strategies, providing professional development opportunities, and fostering student achievement.
- Effectively support English Language Learners (ELLs) by implementing compliant programs, monitoring student progress, and providing appropriate resources and professional development for staff.
- Assist students with disabilities by implementing compliant programs, ensuring equitable access to education, coordinating appropriate accommodations and services, and fostering collaboration among staff, families, and support teams.
- Support teachers in adopting innovative teaching practices and using data to improve instruction.
- Promote a culture of continuous improvement and professional growth for staff.

##### **Student Success and Well-being**

- Ensure a safe, inclusive, and supportive school environment where all students feel valued and respected.
- Oversee programs and services designed to meet the diverse academic, social, and emotional needs of students.
- Monitor and analyze student performance data to drive improvements in teaching and learning.

##### **School Operations**

- Manage school resources, including budgets, facilities, and personnel, in alignment with district policies and goals.

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- Oversee the recruitment, hiring, and evaluation of school staff.
- Develop and implement school policies and procedures to maintain an orderly, efficient, and effective school environment.

## Community Engagement

- Foster positive relationships with parents, guardians, and the broader school community.
  - Communicate effectively with all stakeholders to keep them informed about school initiatives, achievements, and challenges.
  - Actively participate in school and district events and activities to strengthen community ties.
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## Qualifications

### Education and Certification

- The successful applicant will possess one or more of the following New York State certifications: School Administration and Supervision (SAS) or School Building Leader (SBL);
- Prior teaching and administrative experience preferably at the elementary level;
- Demonstrated superior instructional leadership and supervision skills, as evidenced by successful experience in an educational leadership role;

### Experience

- Evidence of successful teaching experience (required).
- Previous experience in a school leadership or administrative role (preferred).
- The ability to relate in a positive and proactive fashion with parents, staff, students, administrators, colleagues, and the Board of Education;
- The ability to manage instructional and support staff members through supervision and evaluation; and,
- Experience in overseeing a process of instructional improvement.

### Skills and Competencies

- Bilingual candidates preferred
- Strong leadership and decision-making skills.
- Excellent communication and interpersonal abilities.
- Proven ability to foster collaboration and teamwork.
- Knowledge of current educational trends, best practices, and laws/regulations.
- Commitment to diversity, equity, and inclusion.

**SALARY:** Commensurate with experience and competitive with the region.

**APPLICATION DEADLINE:** Open Until Filled

**APPLICANTS:** Submit a detailed letter of interest, updated resume, copy of certifications, original transcripts, and three letters of reference to OLAS:

<https://www.olasjobs.org/MillbrookCSD> No paper applications will be accepted.



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