

NEW YORK SCHOOL FOR THE DEAF

555 KNOLLWOOD ROAD
WHITE PLAINS, NEW YORK 10603

(914) 949-7310 (V) (914) 259-8011 (VP) (914) 949-2331 (FAX)

POSITION DESCRIPTION

TITLE: Middle/High School Principal

REPORTS TO: Superintendent

MAJOR RESPONSIBILITIES:

- Work with the Superintendent to develop and implement a vision for instruction in line with the school's identified mission and vision, and maintain high expectations and standards for this vision
- Provide education leadership and supervision of the High School faculty, staff and students in the development and implementation of curriculum and instructional programs to meet the student learning needs
- Provide leadership and participate in the development and implementation of curriculum designed to prepare students to meet NY State learning standards, and to satisfy the requirements for NY State High School and /or IEP Diplomas, as appropriate
- Plan, develop and implement instructional programs to prepare students for post-secondary education, training, employment and community living, and to integrate vocational and career education into overall high school program
- Develop and implement a program of transition planning that meets all State and Federal requirements, that involves students and families in long-range academic and career planning, and that is fully integrated within the Annual Review process as required by the IEP
- Review course requirements and determine class assignments and develop master schedule, student schedules and teacher and teacher assistant schedules, in partnership with the school's Guidance Counselor
- Oversee student placement, grading, advancement and recommend students for graduation
- Direct and assist in management of student's behavior and discipline as needed
- Evaluate the performance of teachers, teacher assistants and other departmental staff and recommend techniques and methods of improvement as needed using the evaluation method approved by the State as described by the Superintendent
- Through observation, evaluation, visitation and discussion, evaluate the performance of MS/HS staff and discipline as needed according to the Employee Handbook and directives from the Superintendent
- Provide models of effective teaching strategies to instructional staff as needed
- Recommend the transfer, promotion or termination of high school faculty and staff
- Recommend purchase of supplies, materials and equipment for the high school
- Supervise and monitor all state education requirements, such as RCT/Regents and other testing programs, the IEP process, fire drills, etc.
- Approve all extra-curricular time for high school faculty and staff
- Develop, coordinate and direct professional development programs for all high school teachers and teacher assistants with the administration and with feedback from the community
- Recommend and monitor new or revised school policies and procedures along with other administrators
- Communicate regularly with parents about High School activities and meet with parents to discuss individual needs or special problems as needed

NEW YORK SCHOOL FOR THE DEAF

555 KNOLLWOOD ROAD
WHITE PLAINS, NEW YORK 10603

(914) 949-7310 (V) (914) 259-8011 (VP) (914) 949-2331 (FAX)

- Ensure sensitivity to cultural differences within the school community.
- Prepare necessary reports pertaining to students, staff and programs in the High School
- Respond to inquiries and general correspondence regarding education programs and ensure the general welfare of students and staff.
- Ensure that obligations under the labor contract are executed properly. Attempt to resolve differences or disputes before they become issues.
- Work cooperatively with local school districts, agencies, parents, staff and students on intramural and extramural educational programs of benefit to Fanwood students.
- All other duties assigned by the Superintendent

QUALIFICATIONS:

- Possess NYS certification School Administrator/Supervisor or School Building Leader or willingness to obtain within 2 years of employment required
- Possess NYS certification as Teacher of the Deaf or appropriate subject area certifications combined with proof of ASL fluency such as the ASLPI
- Master's degree in Deaf Education or other related field
- American Sign Language proficiency required
- Strong written communication skills
- Ability to work flexible hours as the needs of the program dictate
- Minimum of five years of successful teaching experience, preferably with high school students
- Previous supervisory experience preferred

SALARY: \$100,000 - \$140,000 commensurate with education and experience

APPLICATION DEADLINE: Open until filled.

TO APPLY: Forward a resume with cover letter to: fax 914-703-4003 or email employment@nysd.net

New York School for the Deaf is an Equal Opportunity Employer