

KENMORE - TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT

NOTICE OF VACANCY

Position Title: ELEMENTARY PROGRAM SUPERVISOR
LONG TERM SUBSTITUTE

Initial Assignment: ALL ELEMENTARY SCHOOLS IN DISTRICT

Qualifications:

- Hold a valid New York State School Administrative Certificate.
- 5 years successful experience as a full-time teacher/administrator.
- Must be flexible, detail-oriented and able to prioritize and deal with ambiguity, and work well under pressure
- Must successfully complete a 30 hour course in the use of the Danielson Instrument after hire

Performance Responsibilities:

- Assist Principals in setting up and scheduling teacher APPR work product.
- Assist the Principals in administering the district and building educational plans as related to the APPR evaluation process
- Assist teachers in lesson planning, in service instruction, lesson modeling, program integration, assessment strategies and provide teacher with appropriate educational resources as part of the APPR evaluation process.
- See complete job description attached to this posting for more information.

Contract: 12 months

Salary: \$70,898

Starting Date: August-September 2014

Application: Please submit an on-line application at www.kenton.k12.ny.us/jobs. Please complete your application (by uploading) a letter of interest, resume, transcripts, if administratively certified a copy of your SDA/SDL and three letters of recommendation and/or placement file. **With the exception of your placement file, all materials will be submitted on-line.** Applications will not be complete or considered unless all required materials are submitted. Please direct any inquiries to: Mr. Stephen Bovino, Assist. Superintendent for Human Resources, Kenmore-Town of Tonawanda UFSD, 1500 Colvin Blvd., Buffalo NY 14223 (716) 874-8400 ext. 5420 or email at sbovino@kenton.k12.ny.us

Application Deadline: August 1, 2014

Kenmore-Town of Tonawanda UFSD

Substitute Elementary Program Supervisor (Certificated) Job Description

GENERAL DESCRIPTION: This position is for a two year term ending on June 30, 2016 covering for an administrator on leave.

PRIMARY RESPONSIBILITY: The work primarily involves responsibility assisting the elementary Principals in scheduling and conducting various elements of the Annual Professional Performance Review. When called upon, assists in the general operation of the various schools when directed by supervisor.

QUALIFICATIONS:

1. Hold a valid and appropriate New York State administrative certificate
2. 5 years teaching/and or administrative experience
3. Able to communicate effectively with students, parents, community members, staff and administrators.
4. Must be flexible, detail-oriented and able to prioritize and deal with ambiguity, and work well under pressure
5. Able to multi-task and work effectively as a team member
6. Must successfully complete a 30 hour course in the use of the Danielson instrument after hire
7. Other qualifications as designated by the Kenmore-Tonawanda UFSD Board of Education.

REPORTS TO: Supervisor of Curriculum.

Day to day activities reports to assigned building principal

RESPONSIBILITIES:

Assist Principals in setting up and scheduling teacher APPR work product

Assist the Principals in observation and evaluation of faculty

Assist the Principals in administering the District and building educational plans as related to the APPR evaluation process

Assist teachers in lesson planning, in service instruction, lesson modeling, program integration, assessment strategies and provide teacher with appropriate educational resources as part of the APPR evaluation process

Research and recommend effective practices as part of the APPR evaluation process

Assist in interpreting and administering school policy, regulations and negotiated contracts

On occasion assist with student disciplinary duties as well as the supervision of student activities

On occasion meet with parents to resolve student issues in a timely and professional manner

Support District educational program initiatives

Serve on District, building and grade level committees as directed by supervisor

Attend after school functions as directed by supervisor

Communicate effectively with students, parents, faculty, staff and administration

Meet the public and communicate in situations requiring tact, diplomacy and discretion

Responsible for the Principal's duties in the absence of the Principals when directed by supervisor

Assume other duties as designated by the building Principals when directed by supervisor