

Assistant Principal

Founded in 1876, The Children's Home of Kingston (CHK) is a highly personalized, multi-service agency serving the needs of youth ages 8-21, who are experiencing difficulty at home, in school, or in their community. CHK has five residential cottages, a group home, a supervised independent living program, and an approved special education school (Grove Street Academy) that is located on our main campus. The Grove Street Academy is our campus educational facility for youth in our residential and day programs, grades 4 to 12. All teachers are NYS certified, and our school is regulated and approved by the NYS Education Department.

We are currently seeking applicants for the position of Certified Assistant Principal for our School: Grove Street Academy. The position is full time. The position reports to the Director of Education Services.

Duties and Responsibilities:

- Assist faculty in developing expertise in instructional practices
- Serve as member of the Building Instructional Leadership Team with the Principal
- Evaluate staff in accordance with The Children's Home of Kingston's procedures
- Provide student discipline as needed and follow through discipline referrals with teachers, parents and students
- Chair the CSE sub-committee and 504 building level meetings
- Provide technology support, staff development, and information as needed in conjunction with the Coordinator for Instructional Technology
- Coordinate new student enrollment with the office staff and teachers
- Meet with the principal and perform responsibilities assigned from meetings
- Understand and use data in the decision making process at the building level; i.e. Review and interpret SWIS and NWEA data
- Work with teachers and support staff to keep accurate attendance
- Complete building master schedules as well as testing and special event schedules
- Contact parents on an ongoing basis to foster positive relationships between home and school
- Participate in recruitment and selection committees as needed
- Supervise, evaluate and provide assistance to staff members
- Facilitate meetings between various groups effectively
- May be required to train groups of people
- Other responsibilities as directed by the Director of Educational Services

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 and/or Secondary level teaching and administrative experience preferred.

CHK offers competitive compensation and benefits including 36 PTO days off per year, employer provided group health insurance including dental and vision, retirement contribution, short term and long term disability insurance and other progressive benefits and perks.

We are an Equal Opportunity Employer.

Pre-employment drug testing and fingerprinting required.

The Children's Home of Kingston offers the following benefits for its full time employees:

- Low Cost Medical
- Low Cost Dental
- Low Cost Vision
- Long Term Disability
- Life Insurance
- Pension Plan (Defined Contribution)
- Employee Assistance Program
- Generous Paid Time Off (PTO) policy
- Responsive management
- Promotional opportunities
- Free training and developmental opportunities
- Tuition reimbursement and Interest Free Loans
- Free Meals

Salary 50k - 60k

Student population 40-45 students

Please Apply Online!