



Vacancy Notice

Assistant High School Principal

The Cortland Enlarged City School District has opened the search for an Assistant High School Principal. Candidates must possess a valid administrative certification issued by the New York State Education Department. Seeking a qualified applicant with extensive experience and leadership who is ready to be a contributing member of our leadership team.

District Data - At a glance

District Profile

The Cortland Enlarged City School District is comprised of five schools and serves approximately 2,000 students. The District includes the city of Cortland, the town of Virgil, and part of the town of Cortlandville. Our annual budget is close to \$50 million. We just completed a \$7 million auditorium renovation, and are working on a long range plan to take care of all of our facilities.

District Mission

The Cortland Enlarged City School District values all community members as partners in creating a positive learning environment for all students. This environment prepares all students to reach their fullest potential in becoming life-long learners, and successful, contributing members of the society in which they live.

District Vision

Success is the product of a mutually supportive partnership between the school, family and community. Students and staff take pride and accept responsibility for the school, creating a safe and supportive environment. It is a culture where all are welcomed and accepted and interactions are positive and productive. Our instructional environment is engaging and relevant and reflects the best practices in instructional design and delivery, including 21st century skills. It allows teachers to work collaboratively within professional learning communities, promotes student engagement and participation in the school community and challenges and supports students at the individual level. The instructional environment is progressive and authentic through the use of technology and project based learning, promotes independent thinking and ensures teachers and students are continuous, self-directed learners. Our instructional environment uses assessment to drive instruction and results in all students graduating.

Job Responsibilities:

The Assistant Principal will be responsible for assigned grade levels, will assist the Principal to help lead, organize, and manage the overall operations of the High School, and will be responsible for the actions of students, staff, visitors, and any other persons learning, working, or visiting the school.

- Organizes the school programs to accomplish school purpose and functions.
- Develops and coordinates uniform procedures for the organization and management of the High School in collaboration with staff.
- Establishes open and clear lines of communications.
- Assists with pupil orientation, placement, grouping, and scheduling of instruction.
- Develops procedures for effective and consistent school wide discipline, maintains high standards of student conduct, and enforces discipline as necessary, according to due process rights of students.
- Plans, organizes, and directs implementation of school activities.
- Assumes responsibility for the implementation and observance of all Board policies and regulations by the school's staff and students.
- Prepares and submits budgetary requests to the Superintendent, and monitors expenditures of funds.
- Prepares reports, records, lists, and other paperwork required or appropriate to the school's administration and leadership.
- Serves as an ex officio member of committees and councils appropriate to assigned grade levels.

Anticipated Starting Date

July 26, 2021

Starting Salary Range

\$75,000 - \$80,000

Application Procedure

Interested candidates should complete application materials and a candidate profile through On-Line Application System, OLAS at www.olasjobs.org by August 16, 2021.

Questions or requests for assistance may be sent to:

Personnel Office
Cortland Enlarged City School District
1 Valley View Drive
Cortland, NY 13045
Phone: 607-758-4102
E-mail: personnel@cortlandschools.org

