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**PINE PLAINS CENTRAL SCHOOL DISTRICT**

2829 Church Street  
Pine Plains, NY 12567

**POSITION:** Elementary School Principal (Grades Pre-K – 1<sup>st</sup>)

- QUALIFICATIONS:**
- The successful applicant will possess one or more of the following New York State certifications: School Administration and Supervision (SAS), School District Administrator (SDA), School Building Leader (SBL) or School District Leader (SDL)
  - Prior teaching and administrative experience preferable at the elementary level.
  - Superior educational and building management leadership skills as evidenced from employment experience.
  - Demonstrates ability to relate in a positive and proactive fashion with parents, staff, students, administrators, colleagues and the Board of Education.
  - Demonstrates ability to manage instructional and support staff members through supervision and evaluation.
  - Demonstrates experience in overseeing a process of instructional improvement.
  - Strong literacy background with proven experience, preferred.

- RESPONSIBILITIES:**
- Supervises the instructional program, the teaching process, and evaluates personnel.
  - Establishes guidelines for proper student conduct.
  - Schedules and programs classes to fulfill the mandates of the New York State Education Department and to meet student needs.
  - Evaluates class achievement.
  - Assists district administration in preparing and administering the budget.
  - Establishes and maintains a harmonious liaison with the elementary school, home and community.
  - Provides leadership in establishing a professional learning community.
  - Coordinates the elementary school curriculum in cooperation with the Superintendent.
  - Supervises the compilation of records and reports.

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

**APPLICATION DEADLINE:** October 31, 2019

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

Mrs. Julia W. Tomaine, Personnel Assistant / District Clerk  
Pine Plains Central School District  
2829 Church Street  
Pine Plains, NY 12567  
(518) 398-7181 x1408

The Pine Plains Central School District does not discriminate on the basis of age, race, color, religion, creed, national origin, marital status, veteran status, sexual orientation, genetic predisposition or carrier status, gender or disability in its educational programs, activities and employment practices. Inquires regarding this policy of equal opportunity should be referred to the Superintendent of Schools, Pine Plains Central School District, 2829 Church Street, Pine Plains, NY 12567.