



NEWFANE CENTRAL SCHOOL DISTRICT

6273 Charlotteville Road, Newfane, NY 14108

716.778.6850 Phone / 716.778.6852 Fax

www.newfane.wnyric.org

Job Vacancy Announcement

#2223-26

Open Date	06/23/2022
Closing Date	07/15/2022
Title	MIDDLE SCHOOL ASSISTANT PRINCIPAL
Job Type	Certified – Administrative
Job Type Description *	Responsible for student management for approximately 400 students in grades 5-8; also responsible for coordinating all academic and recreational summer programming.
Building/Location	Newfane Middle School
Salary	Negotiable, based upon qualifications
Position Status	Full Time, 12- month
Appointment Status	Probationary - 1.0 FTE
Start Date	08/31/2022
Job Qualifications	The Newfane Central School District seeks a highly motivated individual to serve as the Middle School Assistant Principal, assisting the Building Principal with the student management needs of Newfane Middle School. The successful candidate will have teaching experience at the middle level and will demonstrate his or her familiarity with successfully addressing the behavioral and emotional needs of middle school students. The successful candidate will also provide evidence of strong communication, collaboration and organizational skills, the ability to forge positive relationships with all stakeholders and an understanding of the developmental needs of a middle school student. Minimum five years classroom or school counselor experience. Fingerprint clearance through NYS Education Department required.
Certification Type	Valid NYS – School Admin & Supv, School District Admin or School Building Leader
Contact Person	Mr. Michael Baumann, Superintendent of Schools
Contact Person's Email	mbaumann@newfanecentralschools.org
Required to Apply **	Cover Letter, Resume, 3 Reference Letters and Transcripts

* See Job Description below for additional information.

** To apply for this position, click on the link below to the Applicant Tracking System to complete a **certified** application, upload required documents, and apply to this particular position within the Newfane Central School District:
<https://www.wnyric.org/en/finance-and-hr-services/applicant-tracking.aspx>

The Newfane Central School District does not discriminate against any employee, student, applicant for employment or candidate for enrollment on the basis of gender (including gender identity, or transgendered status), race, color, religion or creed, age, national origin, marital status, disability, sexual orientation or any other classification protected by law (including, with respect to employees and applicants for employment, genetic predisposition or carrier status), unless based upon a bona fide occupational qualification or otherwise provided for by law. Any person wishing to obtain information about the District's procedures for grieving alleged civil rights violations may obtain information by contacting Jennifer Bower, Civil Rights Compliance Officer, One Panther Drive, Newfane, NY 14108, telephone number 716.778.6468.

Newfane Central School District

JOB DESCRIPTION

POSITION TITLE: Middle School Assistant Principal/Coordinator of Summer Programs
CERTIFICATION REQUIRED: NYS School Building Leader or School Administrator/Supervisor
REPORTS TO: Middle School Principal
POSITION STATUS: Twelve Month Administrative

Positional Responsibilities:

- 1) Implementing, upholding and enforcing the Newfane Central School District Code of Conduct.
- 2) Performing a variety of administrative duties to assist the Middle School Principal in managing student behavior issues.
- 3) Serve as a role model for students.
- 4) Develop and administer disciplinary procedures in accordance with school policies (Code of Conduct) and state laws.
- 5) Receive referrals and confer with students, parents, teachers, community agencies, and law enforcement; respond to and resolve parent, student, and staff concerns and complaints.
- 6) Contact parents regarding behavioral and/or disciplinary issues and incidents.
- 7) Review of discipline paperwork; ensures that all records are secure, orderly, confidential and are appropriately entered into the electronic student data management system.
- 8) Assist in the collection of both student/staff data regarding incident reports.
- 9) Works closely with school counselors, school psychologist, school resource officer and other staff members to identify and monitor at-risk students.
- 10) Assist in the development, implementation, and evaluation of behavioral intervention programs that address the needs of at-risk students.
- 11) Observe and monitor student activity. Supervise students on campus before and after school; monitor students during lunch, classroom, hallway, and other activities; instruct students in appropriate behavior, discipline students in accordance with established guidelines.
- 12) Perform teacher observations in accordance with the District APPR policy.
- 13) Work with support personnel to identify and address excessive tardiness and attendance concerns; contacts parents/guardians as necessary.
- 14) Work with administrative team to establish a safe and secure learning environment for students. Develop plans for emergency situations in collaboration with other administrators, staff, and public safety agencies.
- 15) Responsible for the development, coordination and implementation of K- 12 summer academic and recreational programming.

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