

GREATER AMSTERDAM SCHOOL DISTRICT

Office of the Superintendent

PLEASE POST

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March 30, 2009

ANTICIPATED

DIRECTOR OF SECONDARY INSTRUCTION

REQUIRED QUALIFICATIONS:

- Shall hold a Masters Degree with studies in Administration, Supervision, Curriculum and Instruction.
- Shall hold a New York State permanent certification as a School District Administrator (SDA).
- Have leadership experience in curriculum development and building administration.

DESIRED QUALIFICATIONS:

- Possess a broad background of experience in Secondary Education, with successful experience in the field of Curriculum and Instruction.
- Recognizes that the need for continuous evaluation of practices in terms of student needs, interest and abilities, is necessary in an effective instructional program.
- Has the ability to work cooperatively with other Administrators, Principals and teachers in the solution of problems and the implementation of innovative programs.
- Is familiar with acceptable pedagogical methods and current curricular developments.
- Is experienced with writing and administering State and Federal Grants.
- Possess skills in interpersonal relationships.

SALARY: Negotiable

APPLICATION DEADLINE: April 30, 2009

Please send letter of interest and resume to:

Thomas F. Perillo
Superintendent
Greater Amsterdam School District
11 Liberty St.
Amsterdam, NY 12010
(518) 843-5217
EOE

Greater Amsterdam School District

DUTIES AND RESPONSIBILITIES

DIRECTOR OF SECONDARY INSTRUCTION

General Duties and Responsibilities

The Director of Secondary Instruction is directly responsible to the Superintendent of Schools for the supervision, coordination and evaluation of programs and instruction within the secondary schools of the District (Middle School/High School).

Specific Duties and Responsibilities

1. Is responsible in conjunction with the Director of Elementary Instruction and Federal Programs for the coordination and articulation of District programs on a K-12 basis.
2. To supervise the development and evaluation of the instructional goals, objectives and priorities for each secondary school annually.
3. To supervise and evaluate the work of administrative personnel in the secondary schools.
4. Be responsible for the supervision and formal evaluation of instructional programs in the secondary schools.
5. Coordinate the secondary schools in the implementation of District policy relative to programs and instruction.
6. To be responsible for the planning and implementation of District policy relative to programs and instruction.
7. Maintain an information file of State syllabi, instructional materials, equipment, textbooks and current teaching techniques relative to secondary education.
8. Coordinate and supervise the preparation of the annual budget with Principals at the middle school and high school levels.
9. Provide leadership in organizing and operating curriculum committees to develop and update (modify) courses of study at the middle school and high school levels.
10. To make recommendations for staff development training and to coordinate these activities in the secondary schools of the District.
11. Make recommendations to the Superintendent for both long-range as well as annual improvement of curriculum and instruction.
12. Coordinate state textbook aid to non-public schools and coordinate computer software aid to non-public schools.
13. Develop procedures, coordinate, and direct the establishment of new courses of study at the secondary level.
14. Act as liaison between the middle school, high school and higher educational institutions.

15. Provide a system that will develop continuous feedback and evaluation from the staff who are implementing existing programs in the secondary schools.
16. Provide the necessary liaison with the State Education Department in the realm of secondary curriculum.
17. Provide a program framework for the analysis of secondary student evaluation results (RCT's, New York Grades 6, 7, & 8 tests, Regents, etc.) for the purpose of influencing changes in the instructional program.
18. Supervise the maintenance of records on certification requirements of all professional staff members.
19. Supervise the assignment and evaluation of instructional personnel.
20. In cooperation with the Principals, develop and direct an aggressive recruitment program.
21. Review all teacher evaluations.
22. Coordinate, in conjunction with the Director of Elementary Instruction and Federal Programs, the Technology Program.
23. Perform such other duties as may be assigned by the Superintendent of Schools.

Revised 3/09