

FRONTIER CENTRAL SCHOOL DISTRICT  
5120 Orchard Avenue  
Hamburg, NY 14075

NOTICE OF PROFESSIONAL VACANCY

The Frontier Central School District seeks candidates for the position of Middle School Principal who possess the knowledge, character, vision, and energy to lead an outstanding school to new levels of achievement. The successful candidate should be an experienced educator, who possesses the highest level of integrity and ability to make well-informed decisions, using a collaborative model when appropriate. Key to this person's success will be the ability to communicate clearly and effectively with all stakeholders in the educational community.

**TITLE:** Middle School Principal

**EFFECTIVE DATE:** July 1, 2022

**1. Minimum Qualifications:**

- Must possess valid New York State Certification: SAS, SDA or SBL;
- Graduate study beyond the Master's Degree with emphasis on elementary curriculum, supervision, and literacy;
- Minimum of five years experience in education, administrative experience preferred;
- Valid Fingerprint Clearance from NYSED.

**2. Desired Characteristics:**

- A team player committed to District Goals;
- Possesses a proven record of student academic success;
- Demonstrates strong educational leadership, capable of articulating beliefs and convictions;
- Serves as a child-focused advocate for learning;
- Maintains visibility in the school and is active in the community;
- Possesses integrity;
- Demonstrates the ability to establish priorities, identify problems and implement solutions;
- Is an effective listener, possessing excellent written and verbal communication skills;
- Develops and maintains positive relationships with all employees, staff, and organizations.

Other applicable qualifications may be added or substituted at the discretion of the Superintendent of Schools.

**SALARY:** Competitive

*A. Prince*

**Application Process:**

Interested applicants should submit the following:

Letter of application

Current Resume

Completed administrative application available at: [www.frontiercsd.org](http://www.frontiercsd.org)

Copy of required certification

Copy of undergraduate and graduate transcripts

3 - 5 letters of recommendation to:

Ms. Myra Pinker  
Assistant Superintendent for Personnel  
Frontier Central School District  
5120 Orchard Avenue  
Hamburg, New York 14075

**ALL APPLICATION MATERIALS DUE by 4:00 p.m. on Thursday, May 26, 2022**

Vacancy Notice: 21-49

Posting Date: 05/13/22

**EOE**

Frontier Central School District is an equal opportunity employer and does not discriminate against any employee or applicant for employment in its programs and activities on the basis of race, color, national origin, sex, disability, or age. Further, Frontier Central School District does not discriminate on the basis of religion or creed, sexual orientation, military status, genetic status, marital status, domestic violence victim status, criminal arrest or conviction record, or any other basis prohibited by state or federal non-discrimination laws.

# FRONTIER CENTRAL SCHOOL DISTRICT

## MIDDLE SCHOOL PRINCIPAL

### Job Description

#### QUALIFICATIONS:

1. Minimum at least five years successful experience in education; Administrative experience preferred.
2. A Master's Degree or higher.
3. A School Administrator and Supervisor Certificate or equivalent.

**REPORTS TO:** Assistant Superintendent for Curriculum & Instruction

**SUPERVISES:** Assistant Principal(s)  
Teaching Staff  
Support Staff  
Substitute Staff (Teaching and Support)

#### WORKS COOPERATIVELY WITH:

Assistant Superintendent for Curriculum & Instruction  
Assistant Superintendent for Finance & Operations  
Assistant Superintendent for Personnel  
Directors  
Supervisors

**JOB GOAL:** To administer and supervise middle school programs and activities by use of leadership, supervisory and administrative skills to promote the educational development of each student.

#### MAJOR AREAS OF RESPONSIBILITIES:

1. Administer and enforce all provisions of law, Commissioner's Regulations and Board Policies pertaining to all facets of the educational program of the middle school.
2. Serve as the instructional leader of the building through participation in and facilitation of professional development in the building.
3. Exert leadership in the development, implementation and evaluation of the curriculum to meet the educational needs of our community.
4. Prepare the school building budget, administer allocations and monitors expenses.
5. Assist in the recruiting, screening, hiring, training, assigning and supervision of the school's teaching and support staff.

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6. Assume responsibility for the safety and administration of the school plant.
7. Maintain and control funds generated by student activities.
8. Plan, organize and direct the implementation of all school activities.
9. Establish and maintain an effective learning climate in the school building.
10. Work cooperatively with staff members to develop an effective staff development program.
11. Act as liaison between school and the community, interpreting activities and policies of the school and encouraging community participation in school life.
12. Provide continuous feedback on building issues to the Superintendent of Schools.

### ILLUSTRATIVE DUTIES:

#### 1. Regulations

- Establish guidelines for high standards of student conduct and maintaining discipline, according due process of the rights of the student.
- Assume responsibility for the attendance, health and safety of students.
- Keep abreast of trends, developments, Education law, Court Decisions and Board Regulations, as they pertain to education and the school operation.

#### 2. Curriculum Development

- Maintain an awareness of factors outside the school which affect the school development program.
- Develop an education plan for meeting the needs of the school community that is aligned to the district curriculum and goals
- Solicit input from staff members to effect curriculum change.
- Serve as a member of the District's Curriculum Council committee.
- Utilize all resources of the school system and the community in developing an effective educational program.
- Keep abreast of changes and developments in the profession by attending professional meetings, reading professional journals and discussing problems of mutual interest with others in the field.

#### 3. Budget

- Initiate the building budget process by soliciting input from the teaching staff.
- Prepare the budget for submission, citing priorities and justifications.
- Administer budget allocations and monitor expenditures in accordance with District procedure.

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#### Teaching and Support Staff

Lead and model implementation of the instructional program through supervision and professional development.

- Participate in the hiring and evaluation of teaching and support staff.
- Orient new staff members and assist in their development as appropriate.
- Conduct conferences and meetings with appropriate staff to keep them informed of policy changes, new programs and the like.
- Attend social events which recognize staff achievement or increase staff morale.
- Supervise and maintain accurate records as they pertain to performance and attendance of staff.
- Recommend the remediation of staff members whose work is unsatisfactory to establish procedures.

#### 4. School Plant

- Assume responsibility of providing students and teachers with supplies and equipment which will ensure a safe classroom environment.
- Work cooperatively with fire inspectors and insurance representatives to ensure that all areas of the building are safe and secure.
- Plan and supervise fire drills and an emergency preparedness program.

#### 5. Student Funds

- Approve constitution of all student activities in accordance with Education Law and Board Regulations.
- Recommend staff for appointment as student activity advisors.
- Supervise student activity funds in accordance with Education Law and Board Regulations.

#### 6. Student Activities

- Administer and supervise the daily operation of student activities in conjunction with Student Activity Advisors.
- Attend special events on a rotating administrator basis which recognizes student achievement and promotes participation.
- Conduct conferences and meetings with students on issues of mutual concern.
- Keep the Superintendent, staff and board members informed of student activities, problems and achievements.

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#### 7. Community

- Establish and maintain favorable relationships with local community groups and individuals.
- Foster understanding and solicit support for overall school objectives and programs.
- Interpret board policies and administrative directives.
- Discuss and resolve individual student problems.
- Be reasonably visible and accessible to community.

#### 8. School Climate

- Involve staff in problem solving by developing consensus on issues.
- Be supportive to staff on issues.
- Be visible and accessible to staff and students
- Delegate authority to staff in establishing climate building techniques.
- Budget school time to provide for the efficient conduct of school instruction and business.
- Provide leadership in moments of school crisis and civil disobedience.