

# Vacancy: A.J. Smith Elementary School Principal

## **POSITION DESCRIPTION**

This is a professional leadership position responsible for the supervision, performance, leadership, and coordination of A.J. Smith Elementary School program. The principal has the primary responsibility for the development and leadership of the educational program of the school, maintaining a positive and safe learning environment, and fostering a strong school culture that recognizes and celebrates the talents of each student and supports them in a culturally affirming and inclusive school environment. The principal of the school supports students in grades PK-5 through the development and implementation of policies and programming, while establishing educational goals for the school, enhancing and supporting the instructional program, organizing and providing supervision for extra and cocurricular activities, and maintaining positive home-school communications. A.J. Smith serves approximately 330 students Pre-K-5 and has 60 staff members in support of its mission.

Through the effective evaluation and management of teachers and staff, the principal of A.J. Smith provides instructional leadership in the building, and fosters a culture of authentic collaboration and engagement. The principal constructs and implements the master schedule, manages and tracks data with regard to student performance and ensures that students have access to the social and emotional supports that they need to be successful. The principal is visible in the school district and takes the time to foster authentic connections with the school community and also collaborates with other administrators to coordinate the sharing of staff. Through high visibility at events, presentations, celebrations, board meetings, and community events, the principal takes a lead role in highlighting the success of our students and school district at the elementary and district level.

## **TERMS OF EMPLOYMENT**

The Board is planning to offer a salary commensurate with experience, depending upon the candidate's qualifications and commitment to and investment in school and community affairs. An initial four-year probationary appointment with a regionally competitive benefit package is available and will be tied to the needs of the selected candidate. Qualified candidates should hold or be eligible for New York State School District Administrator (SDA) certification or School District Leader (SDL) Certification, as well as a School Building Leader (SBL) Certification. This is a tenure-track position. We anticipate the selected candidate starting the position on or about July 1, 2025.

**Job Start Date:**           **Approximately July 1, 2025**

**Posting Closing:**       **April 9, 2025**

**Certifications:**       **School District Leader or School District Administrator, as well as a School Building Leader (SBL) Certification**

**Please apply online through [OLASjobs.org](https://www.olasjobs.org).**

**Salary Commensurate with Experience**