



AN INVITATION TO APPLY FOR THE POSITION OF
**A.J. SMITH ELEMENTARY
SCHOOL PRINCIPAL**

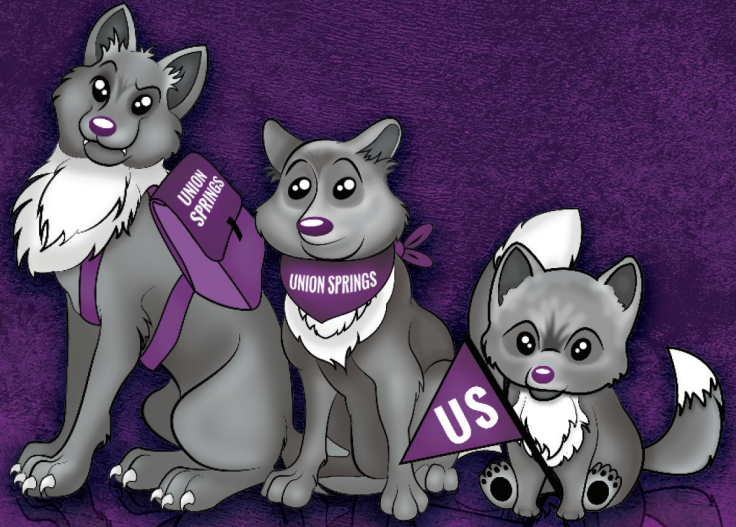
UNION SPRINGS
CENTRAL SCHOOL DISTRICT



unionspringscsd.org

Union Springs Central School District is an Equal Opportunity Employer

HOME OF THE Wolves!



ABOUT THE DISTRICT

Two school buildings are located within the Union Springs Central School District, accommodating the educational needs of approximately 735 students in grades Pre-K-12. The District houses one elementary school, A.J. Smith Elementary School (PK-5). There is also one large building encompassing Union Springs Middle School (6-8) and Union Springs High School (9-12). The Athletic Department is devoted to promoting a healthy and safe environment that provides challenging opportunities for all students through quality interscholastic sports programs. The Union Springs community values the fine and performing arts and provides the corresponding investments to ensure quality access and opportunities for all students.

TERMS OF EMPLOYMENT

The Board is planning to offer a salary in the range of \$100,000 to \$105,000, 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. 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 July 1, 2025, or sometime reasonably thereafter.





ABOUT THE COMMUNITY

The Union Springs Central School District is a rural district nestled in the Finger Lakes region in Upstate New York. The Finger Lakes along with stunning waterfalls, glorious parks, delightful villages, museums, and unique shopping opportunities attract visitors year-round. To our south, Ithaca hosts major industries of the region: Cornell University, Ithaca College, Borg Warner, several bio-tech industries and the core of the area's banking and service industry. To the east, Syracuse has large employers such as Lockheed-Martin, SUNY Upstate Medical Center and Syracuse University. The city of Auburn is a short 20 minute drive from Union Springs. The cities of Binghamton and Rochester can be reached in a one-hour drive. It is truly a region renowned for its geographical and educational assets.

APPLICATION PROCESS

Qualified and interested candidates should submit the following information by the close of the work day on April 9, 2025.

- Letter of interest
- Current resumé
- Completed application, found on OLAS
- Three letters of reference
- Academic transcripts
- Copies of administrative certification

All application materials are to be uploaded onto OLAS

Inquiries may be addressed to:

**Dr. Jarett Powers,
Superintendent**

**Union Springs Central School District
239 Cayuga Street, Union Springs, NY 13160
Phone: (315) 889-4100
Email: jpowers@unionspringscsd.org**

Board of Education

The Union Springs Central School District Board of Education has nine members, each elected to three-year terms. Board members and the year their terms end include:

Daniel Testa, Board President

Term Expires: June 30, 2026

Barry Schwarting, Vice President

Term Expires: June 30, 2025

Jeffrey Culver

Term Expires: June 30, 2027

Ann Marie Daum

Term Expires: June 30, 2026

Ross Lawton

Term Expires: June 30, 2025

Matthew Loveless

Term Expires: June 20, 2027

Robin McKay

Term Expires: June 30, 2025

Carol Quill

Term Expires: June 30, 2027

Erin Tones

Term Expires: June 30, 2026



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.

TEACHING AND LEARNING

- Assists in the development, revision, evaluation, and supervision of the curriculum in alignment towards state and national standards.
- Sustains our 1:1 student computing initiative across the various grade levels by working in conjunction with our technology department to support student needs.
- Provides leadership for the development of instructional goals and objectives of the school.
- Establishes a learning climate which supports the instructional goals and objectives of the school.
- Evaluates student progress/needs and works to develop meaningful intervention programming and accountability for students.
- Ensures that students have access to quality programming in the arts, world languages, and electives that support and advance their academic program.
- Supports a curriculum that engages students and affirms the contributions of all peoples.
- Promotes the inclusion of students with disabilities in all aspects of the educational program and is committed to their educational success.
- Possesses a strong knowledge and understanding of special education services at the elementary level.



CULTURE AND CLIMATE

- Establishes and maintains an effective learning climate in the school.
- Supervises the guidance/student services programs to enhance individual student education and development.
- Prepares handbooks for proper student conduct and maintaining student discipline.
- Attends special events held to recognize student achievement and attends school-sponsored activities, functions, and athletic events.
- Supervises all activity programs that are outgrowths of the school's curriculum.
- Ensures that student mental health and substance abuse programs are designed to meet student needs.
- Proactively builds and sustains a positive culture to address student and staff needs.
- Tracks student eligibility, discipline, and attendance to ensure that academic priorities are met and works to support students in their educational pursuits.

DATA AND INTERVENTION

- Supervises the maintenance of accurate student progress and attendance records.
- Coordinate administration of testing and orders exams and state assessments materials in support of student learning needs.
- Organizes and implements the building AIS program consisting of student support labs, use of building level teaching assistants, and after-school homework help.
- Tracks student performance data and has routine meetings with staff to ensure student progress.
- Maintains open communications with the special education department and advocates for inclusion to the greatest extent possible.
- Leads efforts to increase student learning and close or eliminate existing achievement gaps.
- Identifies problems and solutions and utilizes strategic thinking to make decisions that impact students, staff, and families.
- Effectively utilizes data to drive improvements to promote student learning and achievement.

PERSONNEL AND BUDGETARY MANAGEMENT

- Prepares and submits the school's budgetary requests and monitors expenditures of funds in conjunction with the business office.
- Maintains and controls the funds generated by school activities.
- Provides for adequate inventories of property under his/her jurisdiction and for the security of and accountability for that property.
- Evaluates and counsels all faculty members regarding their individual and group performance.
- Conducts and leads meetings of the staff as necessary for the proper functioning of the school.
- Supervises the school's teaching process.
- Assists in the in-service preparation, orientation, training and on-boarding of teachers.
- Utilizes recruitment sources. Exhibits sound interviewing skills. Presents positive, realistic view of the organization. Analyzes and forecasts staffing needs. Makes quality hiring decisions in conjunction with the district office.
- Recommends staff for appointment to tenure and provides ongoing evaluation of teaching performance to improve student learning outcomes.

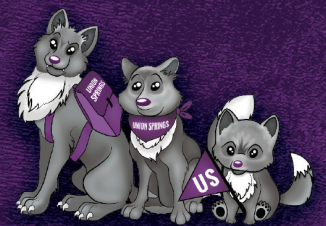
OTHER ACTIVITIES

- Interprets and enforces district policies and administrative regulations.
- Maintains effective relations with students and parents, by different modes of communication channels.
- Maintains high standards of student conduct and directs discipline as necessary, in accordance with Board policy and state law.
- Supervises and evaluates the school's extracurricular program with effective implementation.
- Supervises the daily use of the school building for both academic and non-academic purposes.
- Assumes responsibility for the safety and administration of the school facility.
- Plans and supervises fire drills and emergency preparedness program in coordination with the Safety Coordinator.
- Advises the School Board on a regular and/or case-by-case basis on elementary level issues.
- Performs such other tasks as assigned by the Superintendent.

This job is one of three principals jobs in the school district, the principal is expected to be an active and visible leader in our school community; evening and weekend responsibilities outside of school board meetings are required of this position.



Wolves Pride!



PREFERRED CERTIFICATION, EDUCATION AND EXPERIENCE

- Leadership experience in a school.
- Excellent knowledge of federal and New York State Department of Education policies, education and assessment standards.
- Excellent communication and collaboration skills.
- Demonstrated conceptual skills and problem solving capabilities; ability to present highly complex and technical information in a clear and meaningful way to a wide variety of audiences in a style that is at once decisive and direct as well as collegial and approachable.
- Strong knowledge of pedagogical best-practices.
- Proven ability to interact effectively with students, their families, and community members in order to build an effective and collaborative school community.
- Exhibits strong leadership attitude in support of school district goals.
- Understanding of high-quality P-3 literacy curriculum and instruction designed to meet the needs of all students, including English language learners and students with disabilities.
- High level of energy; and enthusiastic commitment to student learning.



A.J. SMITH ELEMENTARY

26 Homer Street
Union Springs, NY 13160

UNION SPRINGS HIGH/MIDDLE SCHOOL

239 Cayuga Street
Union Springs, NY 13160





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CHECK OUT OUR WEBSITE!

www.unionspringscscd.org



Scan to visit our website!

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