

Newburgh Enlarged City School District
Job Description

TITLE:	Principal on Special Assignment- Planning Accountability and Professional Development
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REPORTS TO:	Superintendent Office
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QUALIFICATIONS:	<ol style="list-style-type: none"> 1) NYS SDA or SDL certification. 2) Master’s Degree required; Doctorate preferred. 3) School Administration experience required. 4) Experience as a district level administrator preferred. 5) Experience working with a diverse student population, urban school systems.
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JOB GOAL:	The Principal on Special Assignment will work at the district level to support ESSA accountability and school improvement efforts. This leader will provide direct support to building principals in understanding their accountability data and identifying instructional moves to improve teaching and learning. The position requires collaboration with the Newburgh Teachers’ Center to ensure alignment and provide feedback in support of the Professional Development plan, as well as partnership with Curricular Directors to address instructional needs identified through state accountability requirements.
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DUTIES AND RESPONSIBILITIES:	<ol style="list-style-type: none"> 1. Maintains current knowledge of NYS ESSA accountability requirements, support model designations (CSI, ATSI, TSI, LSI/PTSI), and associated required actions for identified schools and Target Districts. 2. Supports building principals in understanding and interpreting their ESSA accountability data and support model designations (CSI, ATSI, LSI), including the performance indicators—ELA/Math achievement, graduation rate, English Language Proficiency, Student Growth and Attendance Performance Index—used to determine school status. 3. Guides principals in identifying and implementing instructional moves and teacher development strategies aligned to data findings from their accountability reports, with a focus on closing achievement gaps for identified subgroups. 4. Supports the development, implementation, and monitoring of School Comprehensive Education Plans (SCEPs) for schools identified for ATSI or TSI support models, ensuring plans are grounded in a thorough needs assessment and submitted in accordance with NYSED requirements. 5. Supports schools identified under the LSI support model in examining year-to-year performance data, monitoring progress, and proactively developing improvement strategies to prevent movement toward higher-need designations. 6. Contributes to the development of the District Comprehensive Improvement Plan (DCIP) by providing data analysis, school-level feedback, and recommendations that align district improvement initiatives with NYSED accountability requirements and identified areas of need.
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	<ol style="list-style-type: none">7. Collaborates with the Newburgh Teachers' Center to ensure alignment between school improvement priorities and professional development offerings; provides feedback and input to support the development of the district's Professional Development plan.8. Collaborates with Curricular Directors to identify and respond to instructional needs emerging from state accountability data, ensuring a coordinated and coherent district-wide approach to curriculum, instruction, and assessment aligned to ESSA requirements.9. Partners with building principals to establish and sustain data cycles aligned to the district's accountability calendar, supporting the use of data to drive professional learning community (PLC) work and continuous improvement efforts at the school level.10. Implements a research-based program-monitoring protocol to assess the impact of instructional programs and initiatives on student learning outcomes, reporting findings to the Superintendent and Cabinet to inform district decision-making.11. Attends NYSED accountability, school improvement, and professional development meetings and conferences to remain current with state requirements and best practices in school improvement. <p>Other</p> <ol style="list-style-type: none">1. Other assignments by the Superintendent or designee
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