

Newburgh Enlarged City School District  
**Job Description**

<b>TITLE:</b>	<b>Principal on Special Assignment- Planning Accountability and Professional Development</b>
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<b>REPORTS TO:</b>	Superintendent Office
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<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1) NYS SDA or SDL certification.</li> <li>2) Master’s Degree required; Doctorate preferred.</li> <li>3) School Administration experience required.</li> <li>4) Experience as a district level administrator preferred.</li> <li>5) Experience working with a diverse student population, urban school systems.</li> </ol>
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<b>JOB GOAL:</b>	The Principal on Special Assignment will work in collaboration with the Teachers Center to support alignment with the NYS accountability system and address needs present in student data. This leader will also partner with building principals to ensure alignment with data cycles and support professional learning community (PLC) development across the district.
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<b>DUTIES AND RESPONSIBILITIES:</b>	<ol style="list-style-type: none"> <li>1. Keeps informed of and complies with, federal, state, and district regulations and policies pertaining to attendance and eligibility.</li> <li>2. Conducts planning, training, implementation, and monitoring of a comprehensive system for auditing student attendance records to ensure compliance with state and federal laws and district policies/regulations.</li> <li>3. Assists in the communication of information regarding district and state policies/regulations and state and federal accountability programs to parents and community members.</li> <li>4. Monitors and reports to required stakeholders on the daily eligibility of students related to district policies for extracurricular activities and athletics.</li> <li>5. Troubleshoots and investigates complaints from parents, staff, &amp; scholars regarding attendance and eligibility requirements.</li> <li>6. Investigates staff believed to be in violation of Board Policy.</li> <li>7. Prepares and compiles reports for Superintendent and Cabinet for the purposes of providing information for district decision-making.</li> <li>8. Attends compliance and accountability meetings and conferences to keep abreast of the profession.</li> <li>9. Conducts audits and investigations for the purposes of compliance and accountability.</li> <li>10. Trains all staff on the district required data entry and management procedures for attendance.</li> <li>11. Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data and people.</li> <li>12. Implements a research based program-monitoring protocol to inform the impact programs and initiatives are having on improved student learning.</li> <li>13. Works in collaboration with the Teachers Center to support alignment with the NYS accountability system and to address instructional needs identified in student data.</li> </ol>
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	<p>14. Partners with building principals to ensure alignment with district data cycles and supports the development of professional learning communities (PLCs) across the district.</p> <p><b>Other</b></p> <p>1. Other assignments by the Superintendent or designee</p>
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