DATE: March 3, 2020

MEMO: TO ALL BUILDINGS PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

RE: Anticipated Vacancy – PRINCIPAL-ELEMENTARY

POSTING NAME: PRINCIPAL ELEMENTARY

Title: Principal (12 month position)

Qualifications:

- NYS School Administrator & Supervisor certification or School Building Leader certification or School District Administrator certification.
- Masters’ Degree required
- Certified Danielson Framework for Teaching 2011 Evaluator.
- At least 5-7 years’ successful teaching experience.
- At least 3-5 years’ experience as a Building Level administrator

Job Goal:
The Elementary Principal will utilize their leadership supervisory and administrative skills to promote the educational development of students, ensure the professional development of staff and faculty and provide a safe, healthy environment conducive to learning, and foster a strong relationship between the school, district and community.

A complete job description can be found on the District’s website at www.newburghschools.org under the ‘DISTRICT’ tab/Employment with the District.

- **Internal applicants must** submit a current resume and letter of interest to:
  Office of Human Resources, 124 Grand St. Newburgh, NY 12550  **OR**  FAX to: 563-3468

- **External applicants & Certified Newburgh Substitute Teachers** must respond via the OLAS Web Site (www.olasjobs.org) or the District’s NEW online application system: RecruitFront on or before the above closing date.

  **PLEASE DO NOT E-MAIL directly to Mr. McLymore.** Please use the ‘Letter of Interest’ template found on the district’s web-site (www.newburghschools.org) under the District tab “Employment in the District”

MM: sb