

OFFICIAL POSTING  
CATSKILL CENTRAL SCHOOL DISTRICT  
Central Administration  
Catskill, New York 12414

Posting Date: October 27, 2022

This official posting of openings is in conformance with all New York State Laws, Local Laws and Labor Regulations.

**ANNOUNCING THE FOLLOWING VACANCIES FOR 2022 – 2023**

**Position: Assistant Superintendent for Instruction**

**Assignment: Catskill Central School District**

**Effective: As soon as possible**

**Deadline: 11/9/2022**

**Salary: \$135,000 - \$145,000**

**Reports to: Superintendent of Schools**

**Qualifications:**

1. Certificate – New York State SDA or SDL
2. Degree(s) – A minimum of a Master’s degree or Certificate of Advanced Study in educational administration
3. Experience – Teaching and administrative experience required
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
5. Excellent interpersonal and communication skills
6. Have the ability to perform essential functions
7. Possess a satisfactory fingerprinting clearance
8. Meet all state and federal qualifications
9. Experience as building principal preferred

**Requirements:**

1. Is mobile for extended periods of time based upon required tasks
2. Is mobile to travel distances inside and outside school facilities
3. Is able to withstand emotional stress
4. Can tolerate many types of situations and personalities
5. Maintain professional attitude

6. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies

**Essential Functions:**

The Assistant Superintendent for Instruction shall:

1. Supervise such staff as the Superintendent may designate
2. Be responsible to assume the duties of the Superintendent in his/her absence or at his/her request
3. Communicate effectively in English both orally and in writing on a college level
4. Read and comprehend written material on a college level
5. Set an example of a stable emotional climate for parents, staff and students to model
6. Dress Appropriately
7. Ensure a safe and stable environment for students
8. Be computer literate

**Duties:**

The Assistant Superintendent for Instruction will

1. Assist in the development, evaluation and improvement of the K-12 instructional program
2. Assists in the development, implementation and evaluation of new and existing instructional programs
3. Plan and implement in-service training programs for the professional personnel as necessary to insure that the staff has the proper knowledge to effectively implement curriculum development and follow procedures established
4. Coordinate the development of screening procedures and standards used in the selection of professional personnel and conduct final interviews of candidates for all positions
5. Function as the liaison with Questar, private schools, and pre-schools in matters related to education
6. Coordinate and establish district-wide procedures for the district's testing program
7. Establish and conduct all curriculum development activities for the Pre K – 12 program
8. Serve as leader for the technology personnel and coordinate the implementation for all technology district-wide
9. Investigate innovative programs and practices for Pre K – 12 students to improve student performance
10. Perform all tasks assigned by the Superintendent
11. Oversee placement of substitute teachers, student teachers, and interns
12. Coordinate all required activities related to home schooled students

- 13. Serve as Freedom of Information Law (FOIL) Officer**
- 14. Oversee district-wide guidance programs**
- 15. Coordinate new teacher orientation and mentoring program**
- 16. Directly supervise 3 principals and technology staff**
- 17. Coordinate the Strategic Plan focusing on the future needs of the Catskill Central School District**
- 18. Keep informed of modern education practices through study by visiting school systems elsewhere, by attending educational conferences, and by other appropriate means and keep the Board informed of trends in education**
- 19. Act as the Superintendent's advisor concerning all staff/personnel matters**
- 20. Assists Superintendent in monitoring probationary staff, especially with regard to performance evaluations done in a timely manner**
- 21. Coordinates the development of enrollment projections and staffing needs**

**Evaluation:**

**Evaluation and performance of the position of Assistant Superintendent for Instruction will be evaluated by the Superintendent of Schools**

Please apply to:

Mr. Thomas Bongiovi, Interim Superintendent  
343 West Main Street  
Catskill, NY 12414  
518-943-7116 Fax  
mfavicch@catskillcsd.org

Fingerprint clearance required. Employment applications can be downloaded at <https://catskillcsd.org/employment/> . The Catskill Central School District is an equal opportunity employer and offers employment and educational opportunities without regard to race, color, national origin, creed, religion, marital status, sex, age, disability, sexual orientation, gender identity or expression, pregnancy, genetic information or any other characteristic prohibited by NYS or Federal Law. Employees who will reasonably be expected by such covered school to provide services which involve direct contact, meaning in person, face-to-face communication or interaction, with students under the age of 21.