

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

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

ANNOUNCING THE FOLLOWING VACANCIES FOR 2011-2012

Department Director, Pre-K-12 Physical Education

Qualifications:

Stipend: \$4,000.00

1. SDA certification required, SDL preferred
2. Five or more years teaching in Department Certification, preferred

Duties

1. Shall conduct observations and evaluations, other than end of year evaluations, of Pre-K-12 teachers.
2. Shall mentor department staff members on an as need basis.
3. Shall be responsible for coordinating material and supply orders for the Department and working with the appropriate building office staff member to have orders placed.
4. Shall assist in developing budget proposals during annual budget development.
5. Shall assist and provide support to maintain appropriate inventory records.
6. Shall assist in new staff orientation as directed by the building principal.
7. Shall participate in and help develop appropriate in-service training.
8. Shall coordinate department wide student field trips.
9. Shall work collaboratively with the Building Principals to develop new course offerings.
10. Shall assist in reviewing summer curriculum development projects.
11. Shall assist in the development and supervision of teacher improvement plans.

12. Shall analyze and assess student data to help improve student performance.

13. Shall keep up-to-date in changes within certification area.

Please submit letter of interest and if not a current employee an employment application and resume by August 15, 2011 to:

**Catskill Central School District
Dr. Kathleen Farrell
343 West Main Street
Catskill, NY 12414**

Employment application can be downloaded at www.catskillcsd.org

The Catskill Central District is an equal opportunity employer and offers employment and educational opportunities without regard to race, color, national origin, creed, religion, martial status, sex, age disability, sexual orientation, genetic information or any other characteristic prohibited by NYS or Federal law.

08/03/2011