

PER SESSION VACANCY NOTICE # 003

2022 – 2023
(CONTINGENT UPON FUNDING)

Post Date: 3/15/23
Deadline: 3/24/23

Position: Appointed and licensed principal or assistant principal in District 24 to support and Supervise NYSIP Grant

Location: Various locations in District 24 and Virtual

Eligibility Requirements: License and appointed principals and AP's who are currently in a District 24 school.

Selection Criteria:

- Able to communicate and work well with colleagues
- Demonstrated ability in developing and implementing Career Day and/or College and Career Readiness (CCR) related events to support students and families
- Ability to collaborate with school leaders, family-facing staff, and ideally, community-based organizations, to support students and families
- Able to communicate and work well with colleagues using collaborative software (e.g. ,Teams, Zoom)
- Experience with implementing (in-person and remote) career day activities/events and student and family-community engagement events for the school community
- Strong written and verbal skills
- Understand the Chancellor's priority on Equity in Education
- Must be willing to collaborate, develop, and share best practices and all documents related to Career Day and/or College and Career Readiness (CCR) related events with an attention to details that supports replication
- Preference will be given to administrators from D24 schools who can demonstrate proven record of implementing successful Career Days and CCR related events.

Duties and Responsibilities:

- Utilizing existing, and/or developing, practices and documents that support replication of Career Day and College and Career Readiness related events to create a D24 Career Day Guide
- Commitment to attend all related NYSIP grant working sessions
- Attend and actively engage in working sessions offered through NYSIP grant around creation of a D24 Career Day Guide
- Identify, develop, and organize materials to develop the D24 Career Day Guide
- Work with various educators and turnkey, if needed, implementation of D24 Career Day Guide to others
- Utilize DOE resources to support initiative including Diversity and Equity for All initiatives
- Support development of reports, spreadsheets, web pages and other digital documents to be used by grant to identify impact

Preferred:

- Additional preference will be given to principals and APs who have demonstrated experience in successful development and implementation of Career Days and CCR related events

Work Schedule: As needed between March 1, 2023 - June 30, 2023. Subject to budget availability

Salary: As per collective bargaining agreement (Per Session)

Application Instructions: Visit <https://www.csd24.com/PerSession> to apply and submit resume

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

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