



KENMORE-TOWN OF TONAWANDA UNION FREE SCHOOL DISTRICT

High School Summer Program - Posting for Summer 2017

High School Summer School Administrative Intern

High School Summer Office Dates: June 26th - August 25th

High School Summer Hours: 7:30 am to 1:00 pm (Monday – Thursday)

**Work days and hours may vary- must be flexible*

**Some Fridays will be worked at the discretion of Summer School Principal*

TO: Interested and Qualified Personnel

FROM: Human Resources

SUBJECT: High School Summer School Administrative Internship

SALARY: This is an unpaid position

QUALIFICATIONS:

- Currently enrolled in an Educational Leadership Program in pursuit of NYS Certification for School Administrator/ Supervisor and/or School District Administrator Certification
- 5 years or more successful experience as a full-time teacher
- Demonstrated active participation in school activities
- Knowledge of NYS graduation and assessment requirements
- Exhibit leadership in providing a positive environment for students, staff, parents and community
- Knowledge of the principles and practices of school administration and of current educational trends in curriculum and instruction; comprehensive knowledge of the methods, materials, procedures, and practices of the specialties assigned to the office
- Knowledge of or successful experience at the high school level
- Ability to communicate effectively, both orally and in writing with all constituents
- Ability to be flexible, detail-oriented, problem solve, and work well under pressure
- Ability to write routine reports and correspondences
- Ability to multi-task and work effectively as a team member
- Knowledge of Infinite Campus a plus

PERFORMANCE RESPONSIBILITIES:

- Administer and coordinate aspects of summer school operations, providing instructional leadership that results in a positive and engaging environment geared toward sustained student achievement
- Lead and coordinate curricular activities
- Provide leadership in initiating, evaluating and revising summer school operations
- Achieve and maintain an efficient school environment
- Advocate and create a learning community conducive to student and adult learning
- Provide leadership and direction in the management of summer school operations
- Assist with student discipline

APPLICATION PROCEDURE:

Go to: <http://www.e1b.org/WNYRIC/WNYRICTopNav/Services/ApplicantTracking.aspx>, Please set up an account and complete the certified application, attach resume and current certification information. Select Kenmore-Town of Tonawanda UFSD so that you can see the positions available in our district.

DEADLINE: April 7, 2017