

# Delaware Academy Central School District at Delhi

2 Sheldon Drive • Delhi, New York 13753

Mrs. Kelly M. Zimmerman  
Superintendent



Phone: (607) 746-1305  
Fax: (607) 746-6028

*"A Tradition in Academic Excellence Since 1819"*

## NOTICE OF VACANCY

The Delaware Academy Central School District at Delhi seeks a highly qualified candidate to fill the following:

Position: **Middle/High School Principal (6-12)** – 12 month position

Start Date: January 2, 2022

Salary: Competitive and based on experience

Qualifications: Master's Degree and certification as NYS School Building Leader (SBL) plus,

- Minimum of five years of experience in education
- Strong leadership, collaboration, organizational, written and communication skills
- Strong interpersonal, engagement, and relationship building skills
- Comprehensive knowledge of federal and NYS laws, regulations, and mandates as they apply to school governance (Part 100 regulations)
- Knowledge of current research, best practices, assessment, professional development and instructional strategies, programming, and models in the field of secondary education
- Knowledge of NYS Pathways to Graduation with a focus on preparing "future-ready" students.

General Duties and Responsibilities:

- Ability to establish positive building climate and culture, aligning practices to the District's Vision and Mission
- Ensure compliance with the district's Annual Professional Performance Review (APPR) and district performance evaluation requirements for instructional and support staff
- Provide administrative oversight to extra-curricular club and activity advisors. Collaborate with Athletic Coordinator in administration of athletic programs.
- Interpret/present building goals, programs, and student performance to the Board of Education, administrative team, and the community
- Is visible in the school and accessible to the community, attends school activities, functions, and Board of Education meetings
- Serves as a member of appropriate committees, attends Administrative Cabinet meetings and Principal meetings both locally and regionally
- Engage in progressive disciplinary practices, including restorative practices in response to student behaviors, consistent with district policies and Code of Conduct.

Curriculum, Instruction and Assessment:

- Provide instructional leadership in the continuous growth of programs, curriculum and instruction at the secondary level that is data-informed and student-centered.
- Provide leadership in the implementation of Response to Intervention (RTI), Academic Intervention Services (AIS), School Counseling and special education services in collaboration with the Director of Special Education and Student Services
- Coordinates and implements the building's testing program, including annual ordering of assessments

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- Establishes a strong data culture referencing various forms of formative and summative assessment to inform instructional practices
- Develops and implements the MS/HS Master Schedule in collaboration with the Elementary Principal, Director of Special Education & Student Services, teachers, and school counselors
- Demonstrates a strong understanding of NYS Learning Standards at the secondary level, including practices of curriculum alignment and mapping

## Personnel:

- Assist in recruiting, hiring and retention processes for position vacancies in the Middle/High School
- Demonstrates an ability to be equitable and consistent with all faculty and staff, creating an environment of learning and discipline which develops mutual trust, respect, and cooperation
- Collaboratively lead professional development (PD) for all staff aligned with district vision, mission, and goals
- Conducts ongoing evaluation and supervision of faculty/staff consistent with parameters set forth in collective bargaining agreements and APPR
- Provides clinical supervision of staff through a structured observation process in a timely fashion
- Recommends to the Superintendent teachers/staff for tenure or dismissal, including evidence to support such recommendations
- Maintains regular communication with faculty and staff including conducting regular faculty meetings

## Fiscal Management and Budget:

- Prepare and manage annual building budget in collaboration with the Business Administrator
- Involves staff in the development of the building budget priorities based on District and building goals
- Monitors building expenditures and faculty/staff requests
- Recommends staffing needs to the Superintendent in a fiscally responsible manner

## Other:

- Performs other duties as assigned by the Superintendent of Schools

Supervises: Middle and High School faculty and staff in partnership with district administrators and supervisors.

Reports to: Superintendent of Schools

How to apply: Applications can be downloaded by visiting [www.delhischools.org](http://www.delhischools.org) (Employment Opportunities) and should include at minimum: completed application, cover letter, resume, three letters of recommendation, and transcripts. **All applicants should also submit an application via OLAS** by visiting [www.olasjobs.org](http://www.olasjobs.org).

## Correspondence should be directed to:

Kelly M. Zimmerman  
Superintendent of Schools  
Delaware Academy Central School District at Delhi  
2 Sheldon Drive  
Delhi, NY 13753



Submit application, résumé, certification, and placement folder to:

**Delaware Academy Central School District at Delhi**  
2 Sheldon Drive  
Delhi, New York 13753-1276  
(607) 746-1300

## **APPLICATION FOR EMPLOYMENT**

### **Instructional**

SUBMISSION OF A RÉSUMÉ DOES NOT RELIEVE YOUR RESPONSIBILITY TO COMPLETE ENTIRE APPLICATION. DO NOT INDICATE "SEE ATTACHED." AN INCOMPLETE APPLICATION MAY NOT BE CONSIDERED.

The District does not discriminate in employment or in the education programs and activities which it operates on the basis of race, color, national origin, religion, including attire, clothing or facial hair dictated by race or religion, marital status, military status, sex, age, weight, sexual orientation, gender identity or expression, domestic violence victim status, criminal history, ethnic group, religious practice, disability or predisposing genetic characteristic in violation of Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, 42 U.S.C. 12111 et seq. known as the Americans with Disabilities Act or § 504 of the Rehabilitation Act of 1973 and New York State Human Rights Law, and The Boy Scouts of America Equal Access Act of 2001.

The District does not discriminate on the basis of salary history and will make no inquiry into the salary history of an applicant prior to making an offer of employment to the applicant and determining a salary.

**(PLEASE PRINT)**

#### **POSITION PREFERENCE**

POSITION APPLYING FOR: \_\_\_\_\_ DATE OF APPLICATION: \_\_\_\_\_

TYPE OF EMPLOYMENT:  Full-time  Part-time  Substitute  Temporary  Summer

ARE YOU WILLING TO BE A SUBSTITUTE? \_\_\_\_\_

Have you been fingerprinted pursuant to Part 87 of the Regulations of the Commissioner of Education (Criminal History Record Check for Prospective School Employees and Applications for Certification)?

Yes  No  If yes, where \_\_\_\_\_ when \_\_\_\_\_

#### **PERSONAL INFORMATION**

NAME: \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_ HOME PHONE: ( ) \_\_\_\_\_

\_\_\_\_\_ WORK PHONE: ( ) \_\_\_\_\_

e-mail: \_\_\_\_\_

**CERTIFICATION/PROFESSIONAL LICENSE**

I hold the **New York State** Teaching/Administrative Certificate(s) described below: *(provide copy)*  
 Area \_\_\_\_\_

Professional \_\_\_\_\_ Initial \_\_\_\_\_ \_\_\_\_\_

Professional \_\_\_\_\_ Initial \_\_\_\_\_ \_\_\_\_\_

Permanent \_\_\_\_\_ Provisional \_\_\_\_\_ \_\_\_\_\_

Permanent \_\_\_\_\_ Provisional \_\_\_\_\_ \_\_\_\_\_

If you do not have a New York State Teaching Certificate, have you applied for one? Yes \_\_\_\_\_ No \_\_\_\_\_

Other licenses held: type and issuing authority \_\_\_\_\_ Exp. Date: \_\_\_\_\_

*(provide copies)*

**EDUCATION**

<b>Name and Location of School</b>	<b>Major/Minor</b>	<b>Did You Graduate?</b>
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High School: \_\_\_\_\_

**College (Undergraduate)**

Name and Location of School: \_\_\_\_\_

Semester Hours \_\_\_\_\_ Major/Minor \_\_\_\_\_ Degree: \_\_\_\_\_

Name and Location of School: \_\_\_\_\_

Semester Hours \_\_\_\_\_ Major/Minor \_\_\_\_\_ Degree: \_\_\_\_\_

**College (Graduate)**

Name and Location of School: \_\_\_\_\_

Semester Hours \_\_\_\_\_ Major/Minor \_\_\_\_\_ Degree: \_\_\_\_\_

**Vocational/Technical/Trade**

Name and Location of School: \_\_\_\_\_

Semester Hours \_\_\_\_\_ Major/Minor \_\_\_\_\_ Degree: \_\_\_\_\_

*It is the applicant's responsibility to have official college transcripts, placement folder, and copy of certification forwarded to the personnel office.*

**STUDENT TEACHING**

	<b>Name and Location of School</b>	<b>Subject or Grade Level</b>	<b>Cooperating Teacher</b>
1.	_____	_____	_____
2.	_____	_____	_____

**TENURE STATUS**

Were you ever appointed to tenure in a public school district or Board of Cooperative Educational Services (BOCES) in New York State? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, complete:

Tenure Area \_\_\_\_\_ Date Tenure Granted: \_\_\_\_\_

Name and Address of school district or BOCES where tenure was granted:  
 \_\_\_\_\_

**OTHER INFORMATION**

Have you ever been released or asked to resign from an employment position? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Was an investigation conducted or pending at the time of separation from any prior employer? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a criminal violation, excluding minor traffic offenses? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Are you legally eligible for employment in this country? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Upon employment you will be asked to produce two original forms of identification.)

**EMPLOYMENT HISTORY**

*Begin with the most recent. Indicate name worked under if different.*

**EMPLOYER:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**JOB TITLE:** \_\_\_\_\_  
**DATES EMPLOYED (FROM/TO):** \_\_\_\_\_  
**FULL-TIME** \_\_\_\_\_ **PART-TIME** \_\_\_\_\_ %  
**IMMEDIATE SUPERVISOR, TITLE & TELEPHONE NUMBER:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_  
**SUMMARIZE BELOW, THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAY WE CONTACT FOR REFERENCE?** Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**JOB TITLE:** \_\_\_\_\_  
**DATES EMPLOYED (FROM/TO):** \_\_\_\_\_  
**FULL-TIME** \_\_\_\_\_ **PART-TIME** \_\_\_\_\_ %  
**IMMEDIATE SUPERVISOR, TITLE & TELEPHONE NUMBER:** \_\_\_\_\_

**REASON FOR LEAVING:** \_\_\_\_\_  
**SUMMARIZE BELOW, THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MAY WE CONTACT FOR REFERENCE?** Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_  
DATES EMPLOYED (FROM/TO): \_\_\_\_\_  
FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_ %  
IMMEDIATE SUPERVISOR, TITLE & TELEPHONE NUMBER: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_  
SUMMARIZE BELOW, THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAY WE CONTACT FOR REFERENCE? Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYER:** \_\_\_\_\_ TELEPHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
JOB TITLE: \_\_\_\_\_  
DATES EMPLOYED (FROM/TO): \_\_\_\_\_  
FULL-TIME \_\_\_\_\_ PART-TIME \_\_\_\_\_ %  
IMMEDIATE SUPERVISOR, TITLE & TELEPHONE NUMBER: \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_  
SUMMARIZE BELOW, THE NATURE OF THE WORK PERFORMED AND JOB RESPONSIBILITIES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAY WE CONTACT FOR REFERENCE? Yes \_\_\_\_\_ No \_\_\_\_\_

### REFERENCES

List three individuals having personal knowledge of your professional training, ability, experience and personal character. Include the name, address, and telephone number of your last administrator whom we may contact for a personal or professional reference.

	Name	Position	Address and Telephone Number
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**PERSONAL STATEMENT**

a. Give any additional information which you think might be of value in considering you for a position, (e.g., Avocations, Foreign Languages Spoken, Coaching Experience, Travel, Volunteer Work, etc.)

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b. FOR ADMINISTRATIVE AND TEACHING POSITIONS - Please attach two handwritten writing samples that address the following: 1) a challenge that you have faced and how you overcame the difficulty, and 2) a description of one of the things that you are most proud of.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I further acknowledge that any falsification or omission will be sufficient cause for disqualification or dismissal, if employed, regardless of when discovered.

I give the Employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an equal opportunity employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for one year. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_