



Charlotte Valley Central School

Vacancy Notice

Elementary (PreK-6) Principal

Charlotte Valley CSD is seeking a student-centered, collaborative, and visionary educational leader to serve as Elementary Principal. The successful candidate will foster a positive school culture, support high-quality instruction, build strong relationships with students, staff, families, and the community, and ensure a safe and engaging learning environment for all learners.

Assignment: 12-month, Tenure track, probationary position in school leadership

Reports To: Superintendent of Schools

Qualifications:

- New York State School Building Leader (SBL) or equivalent certification required
- Successful teaching and administrative experience preferred
- Strong communication, organizational, and interpersonal skills
- Demonstrated ability to lead instructional improvement initiatives
- Experience working collaboratively with faculty, staff, students, and families

Preferred Characteristics

- Visible and approachable leadership style
- Strong understanding of elementary education and child development
- Ability to build positive relationships and school culture
- Experience with curriculum alignment, assessment, and data analysis
- Knowledge of special education, intervention supports, and SEL practices

Roles and Responsibilities

- Provide instructional leadership focused on student achievement and continuous improvement
- Supervise and evaluate instructional staff and support personnel
- Promote a positive, inclusive, and student-centered school climate
- Support curriculum development, implementation, and assessment practices
- Utilize data to inform instructional decisions and school improvement efforts
- Collaborate with teachers, families, and community stakeholders to support student success
- Oversee student discipline in a fair and restorative manner
- Coordinate school operations, scheduling, and daily building management

- Ensure compliance with district policies, state regulations, and safety procedures
- Lead and support Multi-Tiered Systems of Support (MTSS), intervention programs, and student services
- Manage building budgets, resources, and facilities effectively
- Encourage professional growth and collaboration among staff

Compensation and Benefits

Salary beginning at \$86,000, commensurate with experience, qualifications, and contractual agreements. A competitive benefits package is included.

Application Process

Interested candidates should submit:

- Letter of interest
- Resume
- Copies of certifications
- Credentials/letters of recommendation
- Completed application materials through OLAS or submitted to Mrs. Jennifer Plante, Superintendent Secretary.

Applications will be accepted until June 10, 2026.