



People are the core of Otsego Northern Catskills BOCES. We believe in the well-being and happiness of our employees and take pride in taking care of our team members by providing exceptional benefits that support their overall quality of life. We know that employees that are happy and healthy help us to provide world-class opportunities for our students and districts.



Providing leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

Principal

As a visionary educational leader, the Building Principal for OAOC in Milford will play a pivotal role in shaping the future of our educational community. This position offers a unique opportunity to lead a dynamic team of educators, fostering an environment that promotes academic excellence, student growth, and community engagement. The successful candidate will be a strategic thinker, collaborator, and advocate for innovation, committed to ensuring our students receive world-class opportunities to enhance student outcomes and lifelong learning.

Qualified candidates will have a valid NYS Certification as an administrator at the appropriate level.

Location: The Otsego Area Occupational Center in Milford

Application Deadline: May 8, 2024

Start Date: July 1, 2024

Salary: \$80,000—\$90,000

Paid holidays, generous sick and vacation time, NYS retirement, EAP, continuing education assistance, and exceptional insurance, including retiree health insurance, are available.

For more information, please contact:
humanresources@oncboces.org

[www.oncboces.org /jobs](http://www.oncboces.org/jobs)

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity, religion, ethnicity, pregnancy, family status, age, marital status, genetic predisposition, military status, domestic violence victim status, disability and any other class protected by state or federal law in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.

Reporting to the Director of Student Services and collaborating closely with the Director of Special Education, Instructional Support Services team, and Work Based Learning Coordinator, the Principal will create the conditions for student success. The Principal will provide leadership to a wide array of staff members, including but not limited to career and technical education, alternative education, special education, and support staff.

Reports to: Director of Student Services

Supervises: Student Programs Supervisor, CTE Teachers, Alternative Education staff, School Building Counselor, Nurse, Custodial Staff, Innovative Programs staff and Miscellaneous Support Staff

Essential Duties and Responsibilities:

The following list is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Primary Responsibilities:

Pupil Services

Conducts student orientations, meetings, assemblies, and tours

Conducts student-parent meetings

Guides SPS in implementing the student discipline process

Implements student attendance process

Manages student counseling/crisis issues

Implements preventive programs for students

Coordinates educational field trips

Develops positive student relationships

Establishes and maintains positive student/staff/parent relationships

Develops Student Handbook

Staff Supervision

Conducts required evaluations of building staff

Initiates professional development activities

Conducts all department meetings

Supervises curriculum planning activities

Develops supervision schedules (a.m, mid-day, p.m.)

Develops positive staff relationships

Facilitates a positive school culture and climate

Requisition approval

Develops Faculty Handbook

Facilities Management

Communicates directly with the FD, PD, and Emergency Response Agencies. Coordinates immediate emergency response

Develops yearly space plan

Implements inclement weather school closing

Organizes and supervises graduation ceremony

Secondary Responsibilities:

Program Management

Assists Director of Student Services in the development and implementation of CTE, Alternative Education, Operations, and Supervision budgets

Assists Director of Student Services with building operations, curriculum needs, and program development

Assists CTE with the Technical Endorsement and program re-approval process

Assists administration with interviewing prospective new employees

Schedules technical endorsement tests

Plans and implements 5th, 8th, and 10th-grade visits to the center.

Assist Director of Student Services with the CTE Road Shows

Assists the Director of Student Services with the development of Emergency Response Protocols

Projects equipment upgrades

Assist the Director of Special Education with program and team development in the center

