

The Research Foundation for State University of New York
College at Brockport, 350 New Campus Drive
Brockport, New York 14420-2932
(585) 395-5193

**ANNOUNCEMENT
OF VACANCY
Exempt Position**

Applications are invited for consideration for appointment to the following position:

DESCRIPTIVE TITLE: Summer School Principal **BUDGET TITLE:** Education Specialist (E.79) **FULL-TIME** **PROJECT &**
LOCATION: Brockport Migrant Education Project, Brockport, NY **P/T/A #** 1186701-1-99264

DURATION OF APPT.: 5/01/2024-8/09/2024 **SALARY:** \$28-\$35/hour

DATE TO BE FILLED: May 1, 2024

BRIEF DESCRIPTION OF DUTIES INCLUDING LEVEL OF SUPERVISION REQUIRED:

- Develop and implement a comprehensive instructional summer school program including math, English language arts, physical education, computer technology and art for migrant students grade K-8.
- Hire, train and supervise all Summer School staff: teachers, teacher assistants, secretary, health advocate, etc.
- Support teachers in developing activity-based, student-centered learning program using the consortium math curriculum and Learning A-Z materials through implementation of pre-service and in-service training.
- Arrange teacher and class master schedules.
- Monitor transportation of students to and from Summer School and field trips.
- Coordinate community organizations participation in the school including Oak Orchard Health Center.
- Plan enrichment field trips in conjunction with teachers and make all arrangements for implementation.
- Maintain student and staff attendance records and other required data collection.
- Supervise the move of supplies and materials to and from the school site.
- Prepare and submit all required reports
- Be responsible for food service reporting system.
- Handle day-to-day operations of Summer School, including student and staff discipline.

REQUIRED QUALIFICATIONS:

Master's Degree in Educational Administration or Certificate of Advanced Study
Educational supervisory experience
Proven organizational skills
Experience working with a culturally diverse population

PREFERRED QUALIFICATIONS:

School District Leader Certification
Bilingual (English-Spanish)
Experience working with a migrant population.

SPECIAL NOTES: This position is a Research Foundation for The State University of New York (RF) position and is subject to The Research Foundation for SUNY policies and procedures, sponsor guidelines, and the availability of funding. All finalists for this position will be subject to suitable pre-employment back-ground investigation and may include confirmation of credentialing. Offers may not be extended until we receive a positive outcome from the pre-employment background investigation. The Research Foundation for The State University of New York (RF) is a private non-profit educational corporation. The RF is not an agency or instrumentality of the State of New York. RF employees are not state employees, do not participate in any state retirement system, and do not receive state fringe benefits. The RF operates under a contract with The State University of New York and receives no directly appropriated state funding.
(1) Salary based on education and experience.
(2) This position is subject to annual review based on performance and the availability of funds.
Applicants will not be reimbursed for any travel expenses.
Research Foundation employees working more than 50% of the time receive fringe benefits.
For more information about the RF, check our website at www.rfsuny.org.

Persons interested in the above position should submit a resume along with a letter of application and three (3) letters of reference to:

Name/Title	Magaly Rosario, Director
	Brockport Migrant Education Program
Address	350 New Campus Drive
	Brockport, NY 14420-2945
Telephone	(585) 395-2356

Applications will be accepted until the position is filled; however, candidates should submit their application by Beginning Review Date: March 29, 2024 the beginning review date to insure optimal consideration.

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