

CORNING-PAINTED POST AREA SCHOOL DISTRICT
165 Charles Street
Painted Post, New York 14870-1199
Phone: 607-936-3704 Fax 607-654-2725
website: <http://www.corningareaschools.com>

VACANCY NOTICE

DIRECTOR OF PUPIL PERSONNEL SERVICES

I. Background

The Corning-Painted Post Area School District, a system of approximately 5,100 pupils, is located in the southern tier of New York State. The area that it serves is comprised of almost 35,000 people. The leading industries in the area are Corning-Incorporated, Dresser-Rand, and tourism. The District has earned the reputation of providing an excellent educational opportunity for its students. Six elementary schools, an Early Childhood Center, two middle schools and two senior high schools make up the district. Historically, the community has always given the school system excellent support.

II. Position Description

Supervises and coordinates programs that serve children with special needs; including special education, tutorial, and enrichment programs. Coordinates the district health services and student screening program. Implements the district guidance plan. Shares supervision with building administrators of district special education teachers, speech therapists, school-nurse teachers, guidance counselors, school psychologists, and teachers in the enrichment program.

III. Qualifications

It is anticipated that the successful candidate will possess the following qualifications:

- (1) Strong Special Education experience
- (2) Successful full-time teaching experience of at least three years
- (3) New York State Administrator Certification
- (4) Proven ability to work effectively with pupils, parents, and staff
- (5) An understanding of New York State and Federal laws dealing with pupils who have handicapping conditions
- (6) Skills to work on a variety of tasks in a flexible manner
- (7) Proficiency in working with various agencies

II. Starting Date

On or about October 1, 2013

V. Starting Salary

Per collective bargaining agreement

VI. Application and Credentials:

**application and confidential recommendation forms may be downloaded:*

<http://www.corningareaschools.com/adminjobs.cfm>

Interested candidates should submit a letter of application, resume, application form, confidential recommendations, and have their placement credentials sent as soon as possible. **All materials must be received by the district no later than September 16, 2013:**

Jeffrey Delorme, Assistant Superintendent for Administrative Services
Corning-Painted Post Area School District
165 Charles Street, Painted Post, New York 14870-1199
FAX: 607-654-2725

The District is an equal opportunity employer and does not discriminate on the basis of sex, race, national or ethnic origin, age, religion or handicapping conditions. Inquiries should be directed to Compliance Officer, Phone: 607-936-3704.

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