



Sachem Central School District

Personnel Office and Human Resources

Stacie Spatafora-DiCio

*Assistant Superintendent
for Personnel*

Patti Trombetta

Superintendent of Schools

Thomas J. Desmond

*Executive Director
for Personnel*

Posting

Position: Secondary Assistant Principal

Effective Dates: 2025-2026

Application Deadline: July 22, 2025

Compensation: Per the SAA Contract

Minimum Requirements:

- Valid New York State Certification as a School Building Leader or School District Administrator
- Minimum Five (5) years teaching experience.
- Extensive background in curriculum and instruction, supervision and evaluation, student discipline, and professional development. Experience with master schedule is preferred.
- Must demonstrate outstanding leadership skills and be an effective communicator.

Duties and Responsibilities include:

- Reports to Principal.
- Encourages students to work toward personal levels of academic excellence and to develop as socially responsible citizens.
- Works with students, staff and parents to implement a student code of conduct/character, taking disciplinary action when necessary and effective appropriate communication between all parties.
- Works with staff to promote student attendance.
- Works with all parties to maintain a safe environment, conducive to learning.
- Participates in the formal (and informal) observation and evaluation of both instructional and non-instructional staff.
- Provides support and direction to instructional staff to ensure an effective delivery of instruction.
- Serves as an active member of the building leadership team.
- Attends night/weekend events.
- Assists in the development of the master schedule, assorted handbooks, the building calendar, & other tasks as required.
- Produces numerous computerized reports within the building related to attendance, student scheduling, room utilization, teacher utilization, counseling assignments, registration, emergency data, transportation, grade reporting, transcript maintenance, and progress reporting, among others.

Internal SAA members and current administrators please use the following link to apply:

<https://forms.gle/Xs4Vo9NzX3AebU4DA>

External candidates and employees who are not SAA members must apply through OLAS.

<https://olasjobs.org/job-details/SACN0351409-0000>

Studies show that members of some minority groups, including women, are more likely to underestimate their qualifications for a position. Therefore, if you are interested in this job, we encourage you to apply even if you are unsure of how your skills and experiences align with the job responsibilities. Sachem is committed to diversity in our workplace and welcomes the opportunity to consider **all** candidates.

The Sachem Central School District does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record (except as permitted by law), genetic information or any other basis prohibited by New York State and/or federal non-discrimination laws in its programs, employment opportunities, and activities.