

cato·meridian
central school district

AN INVITATION TO APPLY FOR THE POSITION OF

7-12 SECONDARY PRINCIPAL

www.catomeridian.org



Cato-Meridian Central School District is an Equal Opportunity Employer

CM OUR MISSION

Our mission is to encourage growth of individual talent, confidence, and pride in an environment where each person can develop skills and attitudes to become a responsible, understanding, and productive member of a changing society.

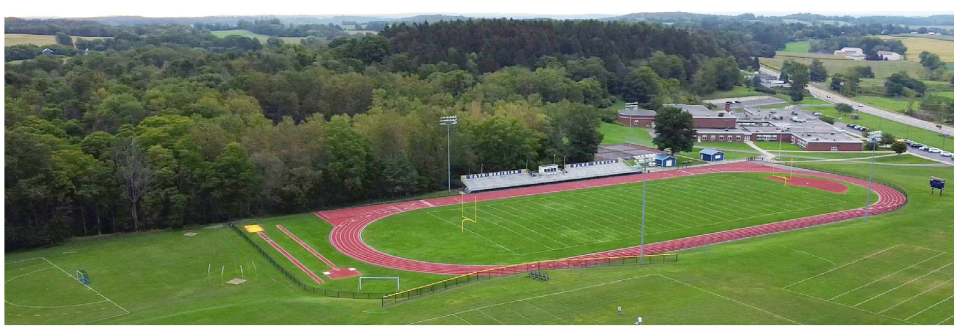
About the District

Two school buildings are located within the Cato-Meridian Central School District, accommodating the educational needs of approximately 900 students in grades Pre-K-12. The district houses the Elementary School (PK-6) and the Junior-Senior High School (7-12). Our mission is to encourage growth of individual talent, confidence, and pride in an environment where each person can develop skills and attitudes to become a responsible, understanding, and productive member of a changing society.

Terms of Employment

The Board is planning to offer a salary commensurate with experience, depending upon the candidate's qualifications and commitment to and investment in school and community affairs. An initial four-year probationary appointment contract with a regionally competitive benefit package is available and will be tied to the needs of the selected candidate. Qualified candidates should hold or be eligible for New York State School District Administrator (SDA) certification or School District Leader (SDL) Certification, as well as a School Building Leader (SBL) Certification. This is a tenure-track position. We anticipate the selected candidate starting the position on July 1, 2022 or sometime reasonably before that date.





About the Community

The Cato-Meridian Central School District serves the Towns of Cato, Conquest, Ira, Sterling and Victory in Cayuga County, the Towns of Granby and Hannibal in Oswego County, the Town of Lysander in Onondaga County and the Town of Butler in Wayne County. The district lies 25 miles northwest of Syracuse, 18 miles north of Auburn, and 23 miles south of Oswego, NY.

Application Process

Qualified and interested candidates should submit the following information by the close of the work day on May 31, 2022.

- Letter of interest
- Current resumé
- Completed application, found on OLAS
- Three letters of reference
- Academic transcripts
- Copies of administrative certification

All application materials are to be uploaded onto OLAS

Inquiries may be addressed to:

Dr. Terry Ward
Superintendent

Cato-Meridian Central School District
2851 State Route 370, Cato, NY 13033

Phone: 315-626-3439, Ext. 5002

Email: tward@catomeridian.org

Board of Education

The Cato-Meridian Central School District Board of Education has seven members, each elected to three-year terms. Board members and the year their terms end include:

Paul Byrne
President, 2023

Michael Lees
Vice-President, 2024

Kathleen Bratt, 2025

Kristin Cox, 2025

Timothy Hulbert, 2025

Jason Hirvela, 2023

Jenny Kyle, 2024



Position Description

This is a professional leadership position responsible for the supervision, performance, leadership, and coordination of the Cato-Meridian Central School District Junior-Senior High School. The secondary principal has primary responsibility for the development and leadership of the educational program of the school, maintaining a positive and safe learning environment, and fostering a strong school culture that recognizes and celebrates the talents of each student and supports them in a culturally affirming and inclusive school environment. The principal supports students in grades 7-12 through the development and implementation of district-wide policies and programming, while establishing educational goals for the school, enhancing and supporting the instructional program, organizing and providing supervision for extra and cocurricular activities, and maintaining positive home-school communications.

Through the effective evaluation and management of teachers and staff, the building principal provides instructional leadership in the building, and fosters a culture of authentic collaboration and engagement. The secondary principal constructs and implements the master schedule, manages and tracks data with regard to student performance, ensures that students have access to the social and emotional supports that they need to be successful. The secondary principal is visible in the community and the school district and takes the time to foster authentic connections with the school community. Through high visibility at sporting events, presentations, celebrations, board meetings, and community events, the secondary principal takes a lead role in highlighting the success of our students and school district at the secondary level.

Teaching and Learning

- Assists in the development, revision, evaluation, and supervision of the curriculum in alignment towards state and national standards.
- Supports our partnership with Cayuga Community College and student access to rigorous academic coursework.
- Sustains our 1:1 student computing initiative across the various grade levels by working in conjunction with our technology department to support student needs.
- Provides leadership for the development of instructional goals and objectives of the school.
- Establishes a learning climate which supports the instructional goals and objectives of the school.
- Evaluates student progress/needs and works to develop meaningful intervention programming and accountability for students.
- Ensures that students have access to quality programming in the arts, world languages, and electives that support and advance their academic program.
- Supports a culturally responsive curriculum that engages students and affirms the contributions of all people.



Culture and Climate

- Establishes and maintains an effective learning climate in the school.
- Supervises the guidance/student services programs (7-12) to enhance individual student education and development.
- Prepares handbooks for proper student conduct and maintaining student discipline.
- Attends special events held to recognize student achievement and attends school-sponsored activities, functions, and athletic events.
- Supervises all activity programs that are outgrowths of the school's curriculum.
- Ensures that student mental health and substance abuse programs are designed to meet student needs.
- Proactively builds and sustains a positive culture to address student and staff needs.
- Tracks student eligibility, discipline, and attendance to ensure that academic priorities are met and works to support students in their educational pursuits.

Data and Intervention

- Supervises the maintenance of accurate student progress and attendance records.
- Orders exams and Regents materials in support of student learning needs.
- Organizes the building MTSS program consisting of student support labs, course sequencing, use of building level teaching assistants, and after-school homework help.
- Tracks student performance data and has routine meetings with staff to ensure student progress.
- Maintains open communications with the special education department and advocates for inclusion to the greatest extent possible.
- Leads efforts to increase the high school graduation rate and close or eliminate existing achievement gaps.
- Identifies problems and solutions and utilizes strategic thinking to make decisions that impact students, staff, and families.

Personnel and Budgetary Management

- Prepares and submits the school's budgetary requests and monitors expenditures of funds.
- Maintains and controls the funds generated by school activities.
- Provides for adequate inventories of property under their jurisdiction and for the security of and accountability for that property.
- Evaluates and counsels all faculty members regarding their individual and group performance.
- Conducts meetings of the staff as necessary for the proper functioning of the school.
- Supervises the school's teaching process.
- Recommends the removal of a teacher whose work is unsatisfactory, according to established procedures.
- Assists in the in-service preparation, orientation, and training of teachers.
- Utilizes recruitment sources. Exhibits sound interviewing skills. Presents positive, realistic view of the organization. Analyzes and forecasts staffing needs. Makes quality hiring decisions.

Other Activities

- Interprets and enforces district policies and administrative regulations.
- Maintains effective relations with students and parents.
- Budgets school time to provide for the efficient conduct of school instruction and business.
- Maintains high standards of student conduct and directs discipline as necessary, in accordance with Board policy and state law.
- Supervises and evaluates the school's extracurricular program.
- Supervises the Athletic Director.
- Supervises the daily use of the building for both academic and non-academic purposes.
- Assumes responsibility for the safety and administration of the Junior-Senior HS facility.
- Plans and supervises fire drills and an emergency preparedness program in coordination with the Safety Coordinator.
- Serves as ex officio member of all committees within the high school.
- Advises the School Board on a regular and/or case-by-case basis on secondary level issues.
- Performs such other tasks as assigned by the Superintendent.

Required Certifications

Throughout the term of employment, the secondary principal must possess and maintain a School District Leader (SDL) or School District Administrator (SDA) AND a School Building Leader (SBL) certification.

This job is one of only two principal jobs in the school district. The secondary principal is expected to be an active and visible leader in our school community; some evening and weekend responsibilities outside of school board meetings are required of this position.



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Preferred Certification, Education and Experience

- Leadership experience in a school;
- Excellent knowledge of federal and New York State Department of Education policies, education and assessment standards; Cato-Meridian's Board policy and procedures; working knowledge of federal and New York State Department of Education policies and procedures;
- Excellent communication and collaboration skills;
- Demonstrated conceptual skills and problem solving capabilities; ability to present highly complex and technical information in a clear and meaningful way to a wide variety of audiences in a style that is at once decisive and direct as well as collegial and approachable; and
- Strong knowledge of pedagogical best-practices;
- Proven ability to interact effectively with students, their families, and community members who represent cultures that are diverse in terms of race, class, ethnicity, sexual orientation, and other characteristics in order to build an effective and collaborative school community;
- Exhibited strong leadership attitude in support of school district strategic plan;
- Demonstrated ability to write clear and concise reports; and
- High level of energy; and enthusiastic commitment to student learning.



Cato-Meridian Elementary School

2851 State Route 370
Cato, NY 13033

Cato-Meridian Junior-Senior High School

2851 State Route 370
Cato, NY 13033



**CATO-MERIDIAN
CENTRAL SCHOOL DISTRICT**

2851 ROUTE 370, CATO, NY 13033
315.626.3439

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