



ITHACA CITY SCHOOL DISTRICT 400 Lake Street • Ithaca, New York • 14850

## NOTICE OF VACANCY

**We envision 6000+ Thinkers.** Thinking is foundational to the development of self and society. It is the cornerstone of all creative ideas and problem solving, new scientific discoveries, new products and services, individual and organizational learning, education, business success, interpersonal and intrapersonal communications, all social change and even democracy itself. Our vision is what we see. It motivates us. Our vision is audacious.

**Our Mission is to engage, educate, and empower.** We will strive to engage all students in the importance and relevance of thinking; to educate every learner to communicate, comprehend, and collaborate for understanding; and to empower all in the ICSD to achieve academic excellence.

**Position Title:** Advanced Placement Coordinator

**Brief Description:** Teacher to coordinate advanced placement examinations and duties associated with the maintenance of the AP program at Ithaca High School. Duties include, but are not limited to, dissemination of information to AP teachers, students, parents and other staff members, maintenance of class lists and student payments, arrangement of proctors and rooms, ordering of examinations, administration of pre-administration meetings with students, monitoring AP examinations, mailing tests back to College Board, and billing. The person who coordinates this program is also responsible for coordinating Special Education and 504 students' accommodations and arranging for special location rooms and equipment. Throughout the school year, the coordinator is responsible for submitting reports and assisting AP teachers with the AP Audit process, including answering questions and getting information from AP Central.

**Current Location:** Ithaca High School

**Anticipated Start Date:** September 1, 2021 through June 30, 2022

**Posting Dates:** October 1, 2021 – until filled

### Required Qualifications:

- The Ithaca City School District is committed to eliminating race, class and disability as predictors of academic performance, co-curricular participation and discipline. Qualified candidates will demonstrate a basic awareness of these commitments and a strong willingness to support these efforts.

**Desired Characteristics:**

- An educational leader whose competency, energy, and commitment will help ensure students thrive; and
- Proven ability to interact effectively with students and their families 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; and
- Exhibits ability to implement culturally responsive curriculum; create an inclusive classroom; and differentiate instruction in order to engage the learning styles and needs of each student as an individual.

**Minimum Salary:** \$2,295 stipend

**To apply, send letter of interest to:**

Office of Human Resources  
Ithaca City School District  
400 Lake Street  
Ithaca, New York 14850  
or email: [mark.vrede@icsd.k12.ny.us](mailto:mark.vrede@icsd.k12.ny.us)

*The Ithaca City School District does not unlawfully discriminate in employment on the basis of age, race, color, religion, creed, ethnicity, national origin, sexual orientation, gender identity and expression, military status, veteran status, sex, disability, predisposing genetic characteristics, marital status, familial status, domestic violence victim status, or other federal/state protected status.*