

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:** Elementary Principal

**REPORTS TO:** Associate Superintendent

**JOB SUMMARY:** Provide leadership in the areas of staff development, instructional skills, problem solving, teambuilding, master scheduling, school/community relations, strategic planning, the development of the school vision and mission statements, and in providing a safe/orderly environment conducive to learning.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Reads and abides by the Pennsylvania School laws and regulations, Federal and State laws, and regulations governing educational and civil rights of students and others, Child Protective Services Act, the policies of the Board of Education, administrative manuals, and the terms of the Collective Bargaining Agreements.
2. Communicates clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and support staff, students, parents, and community.
3. Maintains a safe, orderly, professional and welcoming educational environment for students, staff, parents, and community.
4. Guides the academic program of the school so that it meets the needs of all students and aligns with district programs and state standards.
5. Supervises and consistently communicates with teachers to improve the quality of instruction and develops a cohesive culture of learners among staff.
6. Supervises all support staff in the building.
7. Uses building data, quantitative and qualitative, to guide goals and decisions.
8. Guides the preparation for federal, statewide, and local student assessment tests.
9. Oversees extended day programs, such as academic interventions, enrichment programs and intramural activities.
10. Develops schedules for building, including master schedule for year round and ongoing schedules as needed.
11. Interviews and hires new staff; support new teachers through induction.
12. Engages and works with parents on various school issues.
13. Develops community partnerships with such organizations as local colleges and universities and corporations.

14. Pursues grants to support programs of the school.
15. Completes required reports for the school district, state government, and to pursue grants.
16. Performs other duties as assigned.

**QUALIFICATIONS:** Five (5) years experience in public education necessary, including elementary or secondary school instruction. Assistant principal or supervisory experience is helpful. Masters degree necessary. Proper Pennsylvania administrative certification necessary.

**REQUIREMENTS:** Requires a valid Pennsylvania driver's license; medical examination as per Pennsylvania law; valid criminal history check; child abuse clearance; and Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist. Ability to use fingers to pick, feel and grasp objects. Some stooping, bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to lift small children when necessary. Ability to sit, walk, stand or move throughout the building, often for extended periods of the workday.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be able to work in an environment with frequent interruptions. Able to make judgments and work under high level of stress.

**COGNITIVE ABILITY:** Ability to communicate effectively. Ability to organize tasks. Ability to handle multiple tasks. Ability to exercise good judgment.

**SPECIFIC SKILLS:** Must possess leadership skills. Must possess supervisory skills. Must possess computer skills. Ability to operate various office equipment.

**CLASSIFICATION:** Professional staff; Instructional Meet and Discuss 12 month classification. Cabinet Code – D.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*