

# ***Bristol Borough School District***

*1776 Farragut Avenue*

*Bristol, PA 19007*

**Rose Minniti, Ed.D**

Superintendent of Schools

**Christopher McHugh**

Business Manager



**David Truelove, Esq.**

Solicitor

**Position Title: High School/Middle School Principal**

**Reports To:** Superintendent

**Job Classification:** Administrative (Act 93) Exempt employee, 12 month

**Supervises and Evaluates:** Assistant Principal, Professional Staff, Instructional Assistants, Nurse, Secretarial Staff, Non-instructional Assistants, Head coaches

**Summary of Responsibilities:** To implement the district vision, mission and goals at the building level; promote a culture for teaching and learning; manage fiscal and human resources to maximize impact on student achievement; foster relationships with students, staff, parents and the community; and model professional integrity.

**Job Qualifications:**

- Masters Degree from an accredited educational institution
- Pennsylvania Secondary Principal Certification
- Prior administrative experience preferred
- Knowledge of instructional technology and a strong background in middle schools and secondary education
- Knowledge of curriculum and principles of learning
- Must be courteous and be able to deal effectively with people
- Ability to work in an environment with frequent interruptions
- Ability to remain calm and diplomatic in stressful situations.
- Ability to foster a school climate that supports the social and emotional needs of all learners.
- Must be cooperative, congenial and service-oriented
- Ability to promote a culture of equity among students, faculty and staff
- Ability to weigh options, thinks rationally, and evaluate accurately
- Ability to work independently and as a member of a team
- Ability to understand and facilitate the needs of various personality types
- Ability to make decisions with sound emotional judgment.

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- Knowledge of child development, learning theory, curriculum development, and change theory
- Ability to implement meaningful educational improvements
- Ability to organize and carry plans through to completion
- Ability to utilize effective management and leadership skills
- Knowledge of effective school discipline and attendance policies and procedures

**Job Responsibilities:**

- Exercise leadership in the development, implementation and evaluation of the vision, mission and goals of the building
- Provide leadership in the development, maintenance and evaluation of a culture of teaching and learning
- Implement School Board policies, state statutes, and federal regulations as they pertain to the students, personnel and the facility
- Use current research, performance data and feedback from students, staff, parents and community to make decisions related to improvement of curriculum, instruction and student performance
- Implement professional development programs that focuses on improving academic achievement and student well-being
- Direct the development of the master schedule and assign teachers according to identified needs
- Oversee the administration of building level standardized testing
- Interview and select qualified personnel to be recommended for employment
- Prepare and manage the school budget and allocation of resources
- Supervise the operation of all activities and functions at the building
- Conduct staff meetings to discuss curricular issues, policy changes, safety and security, potential problems and resolution of existing problems
- Promote and market the school and its priorities to the community
- Maintain high standards of student conduct and enforce discipline as necessary, according to due process to the rights of students
- Implement all administrative procedures and functions in accordance with federal law, state school law, and state board of education and local school board policy
- Responsible for developing and administering the master schedule, pupil assignment and scheduling, lunch schedule assignment, and pupil transportation
- Perform other incidental tasks consistent with the goals and objectives of this position

**Physical Responsibilities:**

- Travel to schools, meetings and conferences
- Walking in various buildings and climbing stairs
- Sitting at desk for extended periods of time
- Standing for limited periods of time
- Moderate lifting and carrying from 15 to 30 pounds

- Manual dexterity to use office equipment
- Repetitive movement of fingers and hands for keyboarding

**Sensory****Abilities:**

- Visual acuity to read correspondence, computer screen
- Auditory acuity to be able to use telephone, interview job candidates and conduct site meetings
- Use of modern technology
- Ability to speak clearly and distinctly

**Work****Environment:**

- Office setting, school environment, some outdoors

**License/Clearance(s)**

- Act 24 - Arrest and Conviction Clearance
- Act 34 – Criminal History Clearance
- Act 151 – Child Abuse History Clearance
- Act 114 - FBI Fingerprint Clearance from PDE
- Act 151 – Child Abuse History Clearance
- Act 168 - Disclosure Release

*The information contained in this job description is for compliance with the Americans with Disabilities Act ADA and is not an exhaustive list of the duties performed for this position. The individual currently holding this position performs additional duties and additional duties may be assigned. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*