



SHIPPENSBURG AREA SCHOOL DISTRICT

317 N. Morris Street, Shippensburg PA 17257
717.530.2700 www.shipk12.org

Shippensburg Area School District is now accepting applications for an Elementary Principal position. Applicants can apply at <https://shippensburgarea.schoolinsites.com/hremployment>

QUALIFICATIONS

- Pennsylvania Principal's Certificate
- Five years' successful teaching experience; prior administrative experience preferred
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

JOB GOAL

The elementary principal coordinates, directs, supervises and plans with the professional and support staff in order to implement District policies and programs which ensure effective and efficient learning for all students in a positive school climate. He/she should possess strong organizational, interpersonal and managerial skills, as well as a strong understanding of the developmental states of children and procedures for curriculum implementation. This is a line position with reporting authority directly to the Superintendent.

ESSENTIAL FUNCTIONS

RESPONSIBLE FOR:

- Direct – All professional, office and instruction support service staff assigned to building.
- Indirect – All maintenance and food service support service staff assigned to building.

PRIMARY DUTIES/RESPONSIBILITIES:

- Plans, directs, supervises and assesses activities that promote effective programs of study and student management that meet the needs of all students while striving for maximum achievement.
-
- Oversees and coordinates professional and support service staff so that an effective team is established which works toward a unified goal of an effective program in a positive atmosphere within a safe, attractive, physical plant.



SHIPPENSBURG AREA SCHOOL DISTRICT

317 N. Morris Street, Shippensburg PA 17257
717.530.2700 www.shipk12.org

- Develops a flexible schedule which enables students to meet core course requirements as well as pursue individual aspirations.
- Facilitates positive parent/school/community relations through a variety of activities and home/school communications.
- Actively recruits, interviews, recommends and orients (induct) new professional and support service staff. An integral part of this function is continuous in-service to help enhance job performance.
- Develops an effective budget, based on District policies, that reflects not only the needs of students and staff, but also efficient inventory and ordering of materials.
- Supervises, observes and evaluates all professional and designated support service staff.
- Determines appropriate areas of responsibility to be delegated to professional and support staff. Inherent in this is the need to maintain a continued, open line of communication that keeps the principal and staff informed and abreast of all matters.
- Maintains accurate attendance records, files reports and works with the Business Administrator for resolution of attendance problems.

SECONDARY DUTIES/RESPONSIBILITIES:

- Communicates with parents/teachers who have individual requests and needs.
- Assumes supervisory responsibilities (hall duty, class coverage, bus/lunch duty), as needed.
- Distributes supplies and equipment.
- Attends meetings at a district, building and grade level, as well as committee and parent meetings.
- Reports and documents records and reports as well as verifies various forms (payroll, absence, etc.).
- Develops monthly, weekly written communications.
- Understands and complies with Federal, state and local regulations governing the public school entity.
- Coordinates after-school activities that enhance the school program.
- Develops a schedule, which enables students to meet state mandated subjects/programs.
- Performs other duties as may be assigned by the District Superintendent or his designee.
- Coordinates extracurricular activities that enhance the school program.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPETENCIES



SHIPPENSBURG AREA SCHOOL DISTRICT

317 N. Morris Street, Shippensburg PA 17257
717.530.2700 www.shipk12.org

- Organization
- Written/Oral Communication
- Detail Oriented
- Personal Effectiveness/Credibility
- Thoroughness
- Time Management

TERMS OF EMPLOYMENT

- 12-month position
- Compensation as per the District's Act 93 Administrative Compensation Plan