



**DOWNTOWN AREA SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE: Principal - High School	DATE: July 2024
DEPARTMENT: Act 93	LOCATION: District by Building
REPORTS TO: Assistant Superintendent, 7-12 Educational Program	FLSA: Exempt

JOB SUMMARY: The Principal is the chief administrator of the school building. The Principal plans, develops, oversees, coordinates, directs, and evaluates the school’s total educational program. Additionally, he/she assumes the responsibility for financial considerations relative to the school, as well as the overall operation and security of the building within the dictates of established district policies. The responsibility of the Principal extends to all personnel and activities of the school.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Supervises and provides administrative leadership to the professional staff through planning, cooperative setting of short and long term objectives, program development, orientation, in-service training, and follow-up.
2. Provides educational leadership for the building, including the development and supervision of the educational program within the school and utilization of assessment results to improve student achievement.
3. Makes recommendations for staffing-including selection, teacher assignments, training, promotions, termination and supplementary/extra-curricular positions.
4. Develops, recommends and implements the school budget in a fiscally responsible manner including all building revenue and expenditures.
5. Conducts staff observations and evaluations per state requirements and District policy. Provides guidance and feedback on performance improvement.
6. Responsible for the oversight of student requirements such as promotion, retention, graduation, attendance, conduct/behavior, and recordkeeping.
7. Oversees the development and maintenance of schedules for all students and staff including student teachers and field experience students.
8. Maintains schedule of student testing and assessments in conjunction with central office administration.
9. Oversees the operation and scheduling of student life activities. Supports activities through regular attendance at events.
10. Develops procedures, rules, guidelines for effective operations of the school building.
11. Acts as liaison for special education, gifted education, and 504 plans.
12. Creates and maintains a safe learning and working environment for students and staff.
13. Attends and/or facilitates teaching, administrative, building based and District level meetings.
14. Maintains communications with parents, staff, students and community and works with stakeholders to promote and enhance the image of the school and District.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Other duties as may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. Candidate must be a graduate of an accredited college or university and hold a proper Pennsylvania administrative certification for the position.
 - Master’s degree required.
2. Five (5) years of successful experience in public education as a teacher or administrator necessary, including elementary or secondary school instruction.
3. Prior assistant principal or supervisory experience is helpful.
4. Knowledge of best practices in curriculum integration, instruction, professional development, public relations, and admissions preferred.

5. Decision making skills are significant to the job, affecting a large segment of the organization, students, teachers, and parents.
6. Candidate must possess good moral character and demonstrate leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents.
7. Candidate should be skilled in the use of current technologies, word processing, data base, IEP software, office equipment, and presentation software.
8. Must have and maintain a valid state vehicle operator's license and a good driving record.
9. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
10. Candidate must adhere to all local, state, federal, and school code requirements for employment.

PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access file cabinets, office equipment, etc.
2. The employee is frequently required to communicate, to provide accurate information to others, and to obtain and follow directions.
3. The position requires the employee to constantly operate a computer and other office equipment such as a copy machine, fax, and printer.
4. Ability to lift and/or exert up to 20 lbs. of force to occasionally move objects.
5. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
6. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.
7. Some/occasional local travel may be necessary: Must be able to provide own transportation to school related functions/meetings, community agencies, and schools throughout our service area.
8. The employee is frequently required to interact in person and by phone or e-mail with the public, students, parents, staff, other administrators, board members, and community agencies.

NOTICES:

1. Performance in this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

A copy of this form may be obtained in the Human Resources Department.

The Downingtown Area School District is an equal opportunity employment, educational, and service organization.