



GREATER
Johnstown
SCHOOL DISTRICT

Position Description

Title - Principal

PDE Aligned CSPG - 095

Reports To: Assistant Superintendent / Superintendent

Framework for Leadership / Principal Effectiveness Rating Form Used - 82-2

Job Summary

Successful district principals are highly motivated, persistent and creative educators who are able to align a school's resources, systems and people around a rigorous instructional program. Principals for the Greater Johnstown School District serve as the instructional and operational leader of a District school. Principals provide a clear vision for learning for all students; ensure a safe, secure and orderly learning environment; and, cultivate strong relationships with, and acts in service to diverse stakeholders including families and communities. Principals are expected to promote high quality instructional practices, passionately enjoy working with children and believe that all students can achieve. Principals are responsible for the implementation of the district's educational design, supporting differentiated professional growth, and building the leadership capacity of staff. A Principal's core function is to lead and model professional growth and behavior at all times within the context of the District's priorities and initiatives.

Grade Level Scope of Certificate

All Principals serving in the District must possess a valid Pennsylvania certificate (CSPG 095). According to the Pennsylvania Department of Education, a person holding a valid Pennsylvania certificate as a Kindergarten-12 Principal is qualified to serve at the elementary, middle and secondary levels (grades K through 12).

Certification Assignment

An educator holding a valid Pennsylvania certificate as a K-12 Principal is qualified to perform the following:

1. Instructional leadership focusing on teaching and learning.
2. Supervision and direction of certified and noncertified staff persons required for school operation exclusive of directing health services controlled by the Nurse Practice Act.

3. Supervision of the district's curriculum and instructional program or pupil personnel services program.
4. Assessing performance of certified staff persons.
5. Provision of direct input to school superintendent, regarding matters which substantially affect the employment, assignment, transfer, promotion, layoff, discharge or other similar personnel actions of certified professional-level employees.
6. Coordination of school interactions with school boards, community organizations, special interest groups, parents/family members and other members of the community.
7. Strategic planning for fiscal operations and resource and technology management for school building.
8. Serve as the supervisor of a single instructional or single pupil service area.

Essential Functions

- Develop, articulate, steward and operationalize a clear vision for learning for all students and implement a strategic plan to accomplish that vision that aligns to the District's Comprehensive Plan, Educational Design, and 339 Guidance Plan.
- Ensure that all school stakeholders are able to articulate a clear and shared vision for learning.
- Develop and implement, in cooperation with the Guidance Office, student schedules.
- Ensure a safe, secure and orderly environment for all.
- Promote high quality instructional practices that consistently allow for excellent instruction school-wide.
- Be a visible and consistent presence throughout the school.
- Provide teachers with timely and constructive feedback on classroom instruction to develop teacher practice.
- Clearly communicate learning and development goals that reflect high expectations for learning and growth, a belief that all students can learn, and a commitment to meet each student's educational needs.
- Develop a culture of collegial and professional relationships among staff and students that promote critical reflection, shared accountability, and continuous improvement .
- Manage conflict constructively and professionally at all levels.
- Develop systems and a school culture that promotes peer feedback, support, and collaboration.
- Carefully select and effectively assign staff.
- Support the professional growth of staff members in a differentiated manner based on identified needs and individual goals.
- Deliberately build leadership capacity among staff .
- Collect, analyze and use multiple sources of data to guide continuous improvement in student achievement, student and staff well-being, and professional development for staff.
- Develop positive and collaborative relationships with families.

- Self-motivated to initiate and sustain relationships with community business, cultural and not for profit partners.
- Manage the school budget, requisitions, and all school funds.
- Oversee the upkeep of school facilities and physical plant.
- Attend, lead, and participate in district functions and events.
- Demonstrate purposeful and effective communication skills, written and verbal.
- Perform such other tasks and assume such other responsibilities as the Superintendent may assign from time to time.

Essential Competencies

- Ability to motivate staff, students and families around the vision of the school.
- Clear and effective communication skills for diverse audiences including students, staff and families.
- Well-organized, ability to balance competing priorities and multitask.
- Passion for developing staff's instructional and leadership capacities.
- Leadership style that encourages teamwork and collaboration to support excellent instruction.
- Willingness to foster creativity and innovation.
- Persistence in the face of obstacles, productive problem-solving to counter setbacks, initiative to seize opportunities to make change.
- Belief in student empowerment and willingness to allow students to play an active role in supporting the school's vision and climate.
- Commitment to the service of students and families.
- Reflects on how to improve, self-awareness of strengths and weaknesses, willingness to take responsibility for actions and mistakes.
- Empathy for the perspectives of students, staff and stakeholders.
- Clear understanding of policies and law affecting special populations, LEP students and students receiving special education services.
- Models an exemplary work ethic
- Demonstrates initiative in problem solving and completion of tasks.
- Schedules self effectively.
- Maintains self-control and decorum in the full range of professional activities.
- Demonstrates an ability to accomplish tasks under pressure.
- Shows respect for others through use of courtesy and tact.
- Models and promotes high standards of professional ethics, honesty, and integrity.
- Prioritizes and follows through on tasks.
- Provides an open climate for communication.
- Expresses ideas orally in an effective manner.
- Communicates effectively in writing.
- Demonstrates efficient time management skills, including, but not limited to following established routines, task completion, and following timelines.
- Communicates recommendations and/or suggestions clearly too all persons involved.

Minimum Requirements

- Valid Commonwealth of Pennsylvania Principal Certificate

Terms of Employment

- Twelve (12) months a year
- Salary determined by Administrative Compensation Plan

Notes: this position description applies for the following positions:

- Academic Principal
- Operational Principal
- Freshman Academy Principal
- District Wide Assistant Principal
- Assistant Principal