

South Western School District  
Position Description  
**POSITION TITLE | HS Principal**

**TERMS OF EMPLOYMENT:**

12 month Administrative Position (260 days)  
Salary and benefits as described in the Act 93

**JOB CLASSIFICATION:**

Administration - Building Principal

**POSITION QUALIFICATIONS:**

1. Bachelor's Degree plus PA Certification 1115 School Admin. – Principal PK-12 (alternate); Master's Degree Preferred
2. Minimum (5) years of successful classroom teaching experience

**REPORTS TO:**

Assistant Superintendent

**WORK ENVIRONMENT**

The HS Principal works with all administration and staff at the High School, specifically the other building administrators, faculty, and support staff, in addition to district administration and support staff

**SUPERVISORY RESPONSIBILITIES**

High School Assistant Principals, High School Faculty and Support staff

**JOB SUMMARY:**

The High School Principal serves as the educational and operational leader of the school, responsible for establishing a culture of academic excellence, equity, safety, and continuous improvement. The Principal guides staff and students toward the successful achievement of district strategic goals and complies with all applicable state, federal, and local laws and regulations. The role encompasses instructional leadership, systems management, professional collaboration, and community engagement.

**ESSENTIAL TASKS:**

- Develop and implement a shared vision and mission that aligns with district strategic goals and fosters a positive, student-centered culture.
- Analyze and use multiple data sources to inform instructional decisions, operational planning, and resource allocation.
- Promote a collaborative and empowering work environment that values shared leadership and accountability.
- Lead and manage change efforts that improve student achievement, staff performance, and school-wide effectiveness.
- Celebrate successes and constructively address challenges to support a culture of continuous improvement.
- Recruit, hire, mentor, and evaluate high-quality instructional and support staff in alignment with district policies and expectations.

- Ensure compliance with all federal, state, and local education mandates, including special education and civil rights regulations.
- Establish and maintain clear performance expectations for students and staff to support a high-performing, safe, and inclusive learning environment.
- Communicate effectively with students, staff, parents, and community stakeholders using varied methods, including digital platforms.
- Address conflict constructively and equitably, promoting resolution and relationship-building.
- Monitor and support school safety practices, including crisis preparedness, behavior management systems, and physical plant safety.
- Lead school improvement initiatives by developing, implementing, and evaluating building-level action plans.
- Align curriculum, instruction, and assessment to student data and best instructional practices.
- Promote high expectations for all students by ensuring access to rigorous coursework, intervention supports, and enrichment opportunities.
- Maximize instructional time through scheduling, supervision, and professional development strategies.
- Engage families and community members as active partners in the education process.
- Model professionalism, integrity, and ethical decision-making in all professional responsibilities.
- Promote professional learning by supporting the growth of faculty, staff, and self through reflective practice and ongoing development.
- Perform other duties as assigned by the Superintendent or supervising administrator to support district and school operations.

#### KEY PERFORMANCE INDICATORS (KSA):

##### **Knowledge**

- Demonstrates a strong understanding of Pennsylvania academic standards, school improvement processes, and instructional leadership frameworks.
- Maintains knowledge of laws and regulations related to public education, including special education, assessment, safety, and accountability.
- Understands principles of strategic planning, human capital management, and fiscal stewardship.

##### **Skills**

- Effectively uses student performance data and school metrics to guide decisions and improve outcomes.
- Applies supervisory and evaluation techniques to build and sustain a high-performing staff.
- Utilizes clear, persuasive communication tailored to diverse audiences, including parents, staff, students, and board members.
- Implements conflict resolution, restorative practices, and crisis management protocols.
- Organizes time, resources, and personnel efficiently to meet competing demands.

**Abilities**

- Builds trust, collaboration, and professional culture within diverse school communities.
- Leads instructional change through vision-setting, staff empowerment, and continuous feedback.
- Engages in reflective practice and models lifelong learning for staff and students.
- Sustains a commitment to equity, inclusiveness, and student-centered decision-making.
- Navigates complex challenges with resilience, adaptability, and strategic foresight.

Able to hear with 40 decibel loss maximum and see with acuity of 20 inches or less and far acuity of at least 20 feet normal depth perception, field of vision and accommodation. Must be able to reach above and below the waist, walk and use fingers to pick, feel and grasp objects. Requires use of both hands for repetitive motion. Some bending and twisting of the body required. Lifts/carries supplies and papers weighing no more than 40 lbs. Typical office environment with an ability to sit eighty percent (80%) of the workday.

**EEOC**

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