

WILKINSBURG SCHOOL DISTRICT

718 Wallace Avenue, Wilkinsburg, PA 15221

ELEMENTARY ASSISTANT PRINCIPAL

Job Description

ABOUT THE DISTRICT:

The Wilkinsburg School District is a small, urban public school district serving approximately 500 students. The district operates two elementary schools, offering education from Pre-Kindergarten through Sixth Grade. Through an educational partnership, students in grades 7–12 attend Pittsburgh Public Schools, gaining access to expanded academic programs, extracurricular activities, and support services. The Wilkinsburg School District is dedicated to advancing academic excellence and promoting the social and emotional well-being of all its students.

POSITION OVERVIEW:

The Elementary Assistant Principal supports the success of the district’s elementary schools by providing leadership in planning, assessment, instruction, communication, community engagement, safety, and administrative management. This role ensures the effective coordination of instructional programs, culture and climate, special services, organizational operations, and facilities to enhance the overall elementary experience.

The Elementary Assistant Principal is a member of Act 93 and as such, has management and leadership responsibilities related to human, financial, and material resources. This role reports directly to the Principal(s) in collaboration with the Superintendent, works closely with the District administrative team, and may have responsibilities extending beyond the typical day including evening events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. School Culture & Student Behavior

- a. Lead the Positive Behavioral Interventions and Supports (PBIS) teams to promote a positive student culture and provide individualized behavior supports.
- b. Ensure student conduct and attendance adhere to District standards as set forth by Board policy and the student handbook.
- c. Employ and promote restorative and effective discipline practices that are equitable and culturally responsive.
- d. Partner with teachers and faculty to identify, analyze, and resolve behavior challenges, with attention to disproportionality and equitable outcomes.
- e. Support teachers in creating, implementing, and maintaining classroom management plans.

2. Instructional Leadership & Academic Support

- f. Demonstrate instructional leadership and assist with the delivery of curricular programs aligned with District goals.
- g. Promote instructional practices that meet the diverse academic, social, and emotional needs of all learners.
- h. Implement, support, and assess instructional programs.
- i. Collaborate in the development and implementation of school improvement plans.
- j. Participate in and support staff development aligned with instructional improvement and evaluation data.
- k. Oversee a designated content area, ensuring curriculum responsibilities are effectively planned, implemented, and aligned with state standards to support student learning and achievement.

3. Operations & School Administration

- l. Perform administrative duties in compliance with district policies and legal requirements.
- m. Assist in managing human, material, and financial resources necessary for school operations.

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- n. Serve as Acting Principal in the absence of the Principal.
- o. Maintain compliance with local, state, and federal regulations and collective bargaining agreements.
- p. Ensure Board policies are followed and executed at the school level.

4. Safety & Crisis Management

- q. Serve on the school Crisis Team and Threat Assessment Team.
- r. Respond to emergency situations to ensure safety and appropriate resolution following outlined District protocols and procedures.

5. Communication & Community Engagement

- s. Promote effective communication and positive relationships with students, staff, families, and community members.
- t. Engage families and community partners in ways that are inclusive, culturally responsive, and community-focused.
- u. Collaborate with stakeholders to secure resources and support student success.
- v. Work collaboratively with administrators, staff, and the community to advance the school's mission and goals.

6. Professionalism & Ethical Leadership

- w. Model professional, moral, and ethical standards with integrity.
- x. Demonstrate professionalism and maintain strong moral character in all settings.
- y. Demonstrate initiative and is a self-starter, proactively identifying needs, solving problems, and taking action to support students, staff, and school operations without requiring direct supervision.
- z. Engage in ongoing professional development and maintain required licensure and Act 45 compliance.
- aa. Serve as a member of the building SAP and MTSS teams as well as the District's Administrative and Instructional Administrative Teams.

7. Other duties as assigned by the Superintendent and/or Principal

EDUCATION AND EXPERIENCE:

1. Bachelor's Degree in Education, Special Education, or related field required. Advanced Degree in Education, Special Education, or related field preferred. A Valid Pennsylvania Administrative Certificate is required.
3. At least five (5) years of successful teaching or counseling experience, with previous experience as an Assistant Principal or Behavioral Specialist preferred.
4. Demonstrates strong leadership, management, organization, and human relations skills with a strong commitment to both educational equity and excellence.
5. Demonstrates highly effective skills in written and oral communication.
6. Demonstrates a deep understanding of cultural responsiveness, including an appreciation for and understanding of the unique skills, interests, learning styles, and experiences of members of the educational community.
7. Demonstrates the ability to establish meaningful and productive relationships with students, teachers, staff, families, and community members.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the school district.

The Wilkinsburg School District is an Equal Opportunity Employer