

**Wyalusing Area School District**  
**11450 Wyalusing-New Albany Road**  
**Wyalusing, PA 18853**

**ACT 93**  
**LEADERSHIP TEAM COMPENSATION PLAN**

**JULY 1, 2024 THROUGH JUNE 30, 2029**

**BOARD ADOPTED: September 11, 2023**

**REVISED: August 12, 2024**

## WYALUSING AREA SCHOOL DISTRICT NON-DISCRIMINATION POLICY

The Wyalusing Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, gender, religion, age, veteran status, political activities, sexual orientation, marital status, or disability in its activities, programs or employment as required by Title VI, Title IX, Section 504, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. In addition, information and grievance procedures referencing Title IX or Section 504 should be directed to the School District Superintendent, Title IX and Section 504 coordinator, in the Wyalusing Area School District Administration Office at PO Box 157, Wyalusing, PA 18853, or (570) 746-1600.

I. **INTRODUCTION**

In compliance with Section 1164 of the Public School Code of 1949, as amended, (Act 93 of 1984) and in recognizing the need for a strong administrative management team, the Wyalusing Area School District Board of Directors establishes this Leadership Team Compensation Plan.

II. **PLAN TERMS**

A. *The Leadership Team Compensation Plan will be for a term of five (5) years for the period July 1, 2024, through June 30, 2029.*

III. **LEADERSHIP TEAM MEMBERS**

For the purposes of this Agreement, the term Administrator shall refer to the following positions covered by this Agreement. All Administrators must maintain the minimum PDE certifications required for their position.

- A. *High School Principal* (7-12 Secondary School Principal or PK-12 Principal certification)
- B. *High School Assistant Principal* (7-12 Secondary School Principal or PK-12 Principal certification)
- C. *Elementary Principal/Federal Grants Director* (K-6 Elementary School Principal or PK-12 Principal certification)
- D. *Director of Special Education* (Supervisor of Special Education or K-12 Principal certification)
- E. *Director of Curriculum & Instructional Technology* (Supervisor of Curriculum & Instruction or PK-12 Principal certification)
- F. *Elementary Assistant Principal / Grants Coordinator* (K-6 Elementary School Principal or PK-12 Principal certification)

IV. **LEADERSHIP TEAM EVALUATION METHODOLOGIES:**

Administrators are evaluated and rated to determine their success related to job performance criteria. Evaluation of Administrators is based upon the sections below.

A. ***Objective Performance Standards Evaluation Tool***

- 1. Administrators will annually develop, in concert with the Superintendent, Objective Performance Standards that support the Superintendent / District objectives and meets the expectations of the Administrators' job descriptions attached to this agreement.
- 2. The Objective Performance Standards must be approved by the Superintendent by October 1 of each year.
- 3. The Superintendent will conduct a mid-year review of the Objective Performance Standards with each Administrator by the end of the first semester using a summary review document.
- 4. The Superintendent will conduct a final end-of-year evaluation of the accomplishments associated with Objective Performance Standards using a summary review document.
- 5. The Administrator will receive a rating of Satisfactory or Unsatisfactory.

B. ***PA. Dept. of Education (PDE) Evaluation Tool***

- 1. Administrators subject to Act 82 Educator Effectiveness rating requirements will also be evaluated using the 82-2 or 82-3 rating system.
- 2. The 82-2 and 82-3 rating system will result in a rating of Failing, Needs Improvement, Proficient, or Distinguished.

3. Administrators who receive a rating of Failing will not be eligible for a salary increase as part of **Section V** regardless of their accomplishments in **Section IV, A. Objective Performance Standards**.

**C. *Final Overall Evaluation***

1. The Administrators Final Overall Evaluation rating will be based upon the Objective Performance Standards and the PDE Evaluation Tool (where applicable).
2. Administrators who achieve a Satisfactory rating on both tools shall receive a salary increase as identified in **Section V**.

**D. *Unsatisfactory Rating***

1. Administrators who receive an Unsatisfactory rating on the Final Overall Evaluation shall receive no salary increase and:
  - a. will be placed on a corrective action plan, and,
  - b. will have a freeze of salary until the Administrator receives a Satisfactory rating on the Final Overall Evaluation, no earlier than the following year.
  - c. The Administrator will also meet at a minimum on a quarterly basis with the Superintendent to monitor the corrective action plan progress.

**E. *Administrator Evaluation Appeal***

1. An Administrator who is not in agreement with the evaluation completed by the Superintendent, may appeal his/her evaluation.
  - a. The Administrator must indicate the request for appeal to the Superintendent by attaching a letter of appeal request to his or her evaluation.
    - a. The Superintendent shall submit the appeal to the School Board of Directors for their consideration.
    - b. If an additional explanation is needed by the School Board of Directors, the Administrator may be called upon to provide such information.

**V. LEADERSHIP TEAM COMPENSATION**

**A. *Salary Provisions***

1. For the 2024-2025 fiscal year, current Administrators will receive the following salary:
  - a. High School Principal: \$129,526
  - b. High School Assistant Principal: \$91,481
  - c. Elementary Principal/Federal Grants Director: \$104,000
  - d. Elementary Assistant Principal/Grants Coordinator \$90,000
  - e. Director of Special Education: \$102,243
  - f. Director of Curriculum & Instructional Technology: \$94,500
2. Administrators who receive a Satisfactory rating, per **Section IV**, will receive a 2.5% (.025) salary increase.
3. Salary adjustments will be instituted annually for the first pay in July.

**B. *Newly Hired Administrators***

1. The Board of School Directors may add positions to the Leadership Team and set compensation at any time, in their sole discretion.

**C. *Extra Duty Stipends***

1. Administrators who perform extra duties shall receive compensation for such work in accordance with **Section V, C, 5**.
2. Extra Duty Stipends shall not be added to the base salary of the Administrator.
3. Extra Duty Stipends shall be paid twice per year with ½ payment occurring in December and ½ payment occurring in May.

4. Extra Duty Stipends shall be prorated for any Administrator who does not complete the full year.
5. Extra Duty Stipends shall be compensated as follows:
  - a. The Directors of Student Services shall receive an Extra Duty Stipend annually. The High School Assistant Principal shall receive \$3,000 and the Elementary School Assistant Principal shall receive \$2,000.
  - b. The Federal Grant Director shall receive an Extra Duty Stipend of \$2,500, annually.
  - c. Administrators identified as the Safe to Say 24-hour response team shall receive an Extra Duty Stipend of \$2,000, annually.

**D. Payroll Details**

1. Payroll Deductions
  - a. The usual payroll deductions taken out of an Administrator’s paycheck include all taxes required to be withheld on a local, state and federal level, retirement, medical insurance co-payment, and any voluntary employee deductions for additional benefits offered by the District.
  - b. Deductions shall be withheld from 26 pays, based on the requirements of the Business Office.
  - c. Should the District receive an order for the garnishment of a member’s wages, the District may charge the affected Administrator a 2% administration fee for the garnishment of wages should the law allow.
2. Pay Periods
  - a. Pay periods shall be every fourteen (14) days or every other Thursday.
  - b. In the event that the payday falls on a day in which school is not in session, payment shall be made on the last school day preceding the date of payment.
  - c. All Administrators must use direct deposit.

**VI. WORK YEAR**

**A. Administrators Work Year**

1. Administrators will work 260 days between July 1 and June 30 less paid holidays in accordance with **Section VII, I, 8.**

**B. Per Diem Rate**

1. The Administrators Per Diem rate will be based on 245 days.

**VII. FRINGE BENEFITS:**

**A. Tuition Credit Reimbursement**

1. The district will reimburse Administrators for college credits in the field of administration, curriculum, or course work in an educational administrative position up to \$6,000 per fiscal year per administrator from a United States accredited college or university
2. All courses taken shall have prior approval from the Superintendent.
3. For all courses, a grade of “B” or better must be earned to be eligible for reimbursement.
4. Administrators leaving the district shall repay the district for all costs in accordance with the format below (a+b+c = total tuition payback):
  - a. 50% of the costs paid by the district three calendar years ago, and;
  - b. 75% of the costs paid by the district two calendar years ago, and;
  - c. 100% of the costs paid by the district one calendar year ago.
5. The amount will be withheld from the last paycheck; any balance remaining must be paid within 30 days of separation from employment.

## **B. *HealthCare Insurance***

The District is a member of the Northern Tier Insurance Consortium (NTIC) and coverage is currently provided through Highmark Blue Shield.

### **1. Administrators will be enrolled in the NTIC HDHP-1 plan.**

#### **a. Health Reimbursement Account (HRA)**

- i.** The District will provide a prepaid Health Reimbursement Account (HRA) in the form of a debit card. The debit card is for prescription use only.
- ii.** The District shall be responsible for all costs associated with the HRA.
- iii.** Administrators who require single-only coverage, the district will provide a two thousand-dollar (\$2,000) HRA account, each day one of each plan year.
- iv.** Administrators who require non-single coverage, the district will provide a four thousand dollars (\$4,000) HRA account, each day one of each plan year.
- v.** The District contribution of the HRA (\$2,000 or \$4,000) shall be based on the coverage that the employee is enrolled in at the time of the deposit and shall be reduced or increased throughout the contract year, to reflect enrollment changes due to I.R.S. section 125 qualifying events.

#### **b. Administrator Contribution to Premium Costs**

- i.** All Administrators who require single-only coverage shall contribute one thousand dollars (\$1,000) annually to the costs of the HDHP-1 plan. The Administrator will have the amount deducted evenly from their pay throughout the year. The contribution amount will be offered on a pre-tax basis subject to Section 125 of the Internal Revenue Code.
- ii.** All Administrators who require non-single coverage shall contribute one thousand five hundred dollars (\$1,500) annually to the costs of the HDHP-1 plan. The Administrator will have the amount deducted evenly from their pay throughout the year. The contribution amount will be offered on a pre-tax basis subject to Section 125 of the Internal Revenue Code.
- iii.** Each year after the initial year of employment, as an incentive to become a better user of health care, the Administrators premium contribution shall be equal to the amount of the HRA that was used to pay for health care costs during the previous year, not to exceed one thousand dollars (\$1,000) for single-only coverage or one thousand five hundred dollars (\$1,500) for non-single coverage.

- 1. *Late Arriving Bills:*** It may be possible that the District will not have access to all health care costs incurred by the Administrator at the time the Administrators premium share is set. If the District is notified of additional costs incurred by the Administrator after the Administrator's premium share has been set, the District shall notify the Administrator at least one paycheck in advance of the issue and the new premium share calculation.

#### **c. Incorrect Usage**

- i.** It may be possible that the HRA is used to pay for something ineligible and not covered by the health care plan. If this occurs, the Administrator will be notified of the incorrect usage and the Administrator will have one (1) month to present a repayment plan to the District for the amount.

The plan shall both repay the District in a timely manner and be affordable to the Administrator.

- ii. Once the plan is agreed to, the Administrator shall reimburse the HRA the amount incorrectly spent. If the plan is not agreed to within one month the District may stop the usage of the HRA.

d. Health Care Opt-Out Option

- i. Administrators shall have the right to opt-out of the District-offered health care plan in exchange for monetary compensation.
- ii. Administrators who elect to opt-out of the Health Care Plan shall receive an annual payment in the amount of four thousand dollars (\$4,000), either in payment or as a payment to the Administrator's 403(b) account, at the Administrator's discretion and subject to IRS requirements.
- iii. Payment shall be made by separate check in two equal installments of two thousand dollars (\$2,000) in December and May of each year of participation, so long as the participating Administrator is actively employed and in compensable status at the time payment is made.
- iv. Whenever an Administrator is married to another district employee, they must utilize this article (**Section B, 1, d**) and only receive one plan.
- v. After the date of ratification of this Agreement, any future marriage between an Administrator and another district employee will require the married couple to elect one plan and the couple will not be eligible for the opt-out compensation.
- vi. Administrators who elect payment in place of health care insurance shall not be required to make premium share payments in those years during which they are receiving such payments.
- vii. Participating employees must provide evidence of coverage through a different plan when notifying the District annually of their intent to waive the District's health care plan and to participate in the opt-out program. The notice must be given by March 31 before a July 1 enrollment or by November 30, if enrollment is to commence in January.
- viii. Newly hired Administrators shall have thirty (30) days from the first active date of employment to waive the health care plan and elect to participate in the opt-out program.
- ix. Payments will be pro-rated for program enrollment that is less than one year in duration. Administrators who opt-out shall be prohibited from reenrolling that year, except in the event of a "life-changing event".
- x. Participating employees have the right to re-enroll in the District-offered Health Care Plan by electing not to "opt-out" for the next contract (benefit) year (and subsequently enrolling at the time of open enrollment) or sooner in the event of a "life-changing event".
- xi. The life-changing event shall be defined as one or more of the following:
  - Marriage, divorce or legal separation
  - Death of employee's spouse or child(ren)
  - Birth or adoption of a child(ren) by employee or spouse, change in the number of dependents
  - Loss (voluntary or involuntary) of a job by the spouse

- Change in employment status from full-time to part-time or vice-versa for employee or spouse
  - Change in spouse's health insurance coverage, which results in loss of major benefits
  - The spouse becomes Medicare eligible
  - Any other "event" prescribed by the Internal Revenue Service.
- xii.** In the event of a "life-changing event," as verified or confirmed by the District, and upon written notification to the District and in compliance with the health insurance plan and applicable IRS regulations, reinstatement of the employee in the District's health plan will occur immediately.
- xiii.** Employees opting-in due to a life-changing event will be required to repay, on a pro-rated basis, any opt-out payments received.

**C. *Section 125 Plan***

1. The District shall establish and maintain a Section 125 Plan in accordance with established IRS Regulations.

**D. *Dental Insurance***

1. The District shall pay the costs of dental insurance for the Administrator.
2. The District will make dental insurance available to the Administrators' family.
  - a. The cost of the family dental insurance shall be paid for by the District.
  - b. The dental benefits are attached as Exhibit A.

**E. *Vision Insurance***

1. The District shall pay the costs of vision insurance for the Administrator.
2. The District will make vision insurance available to the Administrators' family.
  - a. The cost of the family vision insurance shall be paid for by the District.
  - b. The vision benefits are attached as Exhibit A.

**F. *Cell Phone Allowance***

1. The District will reimburse the Administrator \$50 per month for cell phone/data plan service.

**G. *Mileage Reimbursement***

The District will reimburse Administrators for use of a personal vehicle in the performance of school duties.

1. The Administrator shall be reimbursed at the IRS rate.
2. The Superintendent shall approve all travel with appropriate action and approval presented at the monthly school board meeting.
3. No mileage reimbursement request shall be permitted for on-campus travel from one building to the other.
4. Request for Reimbursement must be submitted monthly and within 30 days of the preceding month.

## H. *Athletic Pass*

1. Each Administrator shall be permitted to attend all Wyalusing Valley High School home athletic events free of charge.
2. Each Administrator shall also be permitted to have one (1) guest attend all Wyalusing Valley High School home athletic events free of charge.

## I. *Leaves of Absence*

### 1. Sick Days

- a. Administrators will receive 12 sick days per year.
- b. Section 1154 of the Pennsylvania School Code applies to sick days.
- c. Sick days will be provided on July 1 of each year.
- d. Any unused sick leave shall be cumulative from year to year without limitation.
- e. All or any part of sick leave may be taken with full pay in any one or more school years.
- f. If three (3) or more consecutive days are used, the Superintendent may request documentation from a medical professional justifying those sick days.

### 2. Personal Days

- a. Administrators will receive one (1) personal leave day per year.
- b. Personal days are accumulative to a maximum of five (5) days.
- c. At no time shall an Administrator have more than five Personal days available.

### 3. Vacation Days

- a. Administrators shall receive between 15 and 20 Vacation days as follows:
  - i. Administrator's in their first three years of service as an Administrator in the District shall be provided 15 paid Vacation days on July 1 of each year.
  - ii. Administrators in their fourth year of service and beyond as an Administrator in the District shall be provided 20 paid Vacation days on July 1 of each year.
- b. Vacation days shall not be used in less than half-day increments.
- c. Administrators continuing employment with the district who serve as an Administrator for the next year will have until July 31<sup>st</sup> to use Vacation days issued during the previous year.
  - i. A maximum of 5 unused Vacation days issued during the previous year may be converted to sick days on July 31<sup>st</sup>.
  - ii. Unused Vacation days, less the days provided during the current year will be forfeited after July 31<sup>st</sup>.
  - iii. At no time will an Administrator have more than 15 or 20 Vacation days (**Section VII, I, 3, a**) available after July 31<sup>st</sup>.
- d. Administrators use of Vacation days during the first 10 days of school or the last 10 days of each school year is discouraged.

### 4. Bonus Days

- a. For each fifty (50) days of accumulated sick leave, excluding the twelve (12) days granted for the current year, each Administrator shall be granted one (1) Bonus day.
- b. Bonus days are not accumulative.
- c. Unused Bonus days shall be reimbursed at the administrator's per diem rate effective on June 30<sup>th</sup>.

**5. Flexible Days**

- a. Each Administrator shall receive six (6) Flexible days to be used during the summer weeks.
- b. Flexible days shall be provided on July 1 of each year.
- c. Flexible days shall be used after the last student/teacher day in June and before the first student/teacher day in August.
- d. Flexible days are not accumulative and expire on June 30<sup>th</sup> of each year.

**6. Emergency Days**

- a. Administrators will receive two (2) Emergency days per year.
- b. Emergency days are not accumulative and expire on June 30<sup>th</sup> of each year.
- c. Emergency days shall be used for business and emergency purposes.
  - i. Definition: Any situation demanding immediate attention, or attention which cannot be accomplished other than during the school day.

**7. Bereavement Days**

- a. Administrators shall be granted up to five paid days of Bereavement absence for the death of an immediate family member.
  - i. Members of the immediate family shall be defined as father, mother, brother, sister, son, daughter, grandchild, son-in-law, daughter-in-law, husband, wife, parent-in-law, or near relative who resides in the same household, or any person with whom the administrator has made his home.
- b. Administrators shall be granted one paid day of Bereavement absence for the death of a near relative.
  - i. A near relative shall be defined as a first cousin, grandfather, grandmother, grandparent-in-law, aunt, uncle, niece, nephew, brother-in-law or sister-in-law.
  - ii. The one bereavement day shall be for the purpose of attending the funeral.
- c. The board of school directors may extend the period of absence with pay in its discretion as the exigencies of the case may warrant.

**8. Holidays**

- a. Administrators shall be granted paid holidays that are consistent with the school year instructional calendar including July 4.

**J. *Life Insurance***

The District shall assume responsibility for a group life insurance policy to be carried on each Administrator during the term of this agreement in the amount of \$100,000.

- 1. The policy shall provide each Administrator with an accidental death and dismemberment plan in an amount equal to the life insurance policy within the limitations of the insurance provider. This insurance shall be paid for any losses which result from an accident occurring on or off the job, in addition to any other benefits.
- 2. When requested on an individual basis, each Administrator shall be permitted to apply for an increase in the amount of life insurance provided by the District during open enrollment.
  - a. Each Administrator must purchase the insurance in blocks of one thousand dollars (\$1000), subject to modification by the insurance company, payable through the use of the payroll deduction system for each pay period.
  - b. The Administrator requesting such additional insurance shall notify the Business Office by July 1.

**K. *Income Protection Plan***

The District shall pay for the cost of an Income Protection Plan for each Administrator.

1. Coverage of one thousand dollars (\$1000) per month will be provided by the District.
2. The benefit will begin on the ninety-first (91<sup>st</sup>) day of employment.
3. Each Administrator shall be permitted to apply for an optional increase (buy-up) of income disability insurance up to sixty percent (60%) of the Administrator's salary, subject to modification by the insurance company, payable through the use of payroll deduction system for each pay period. The Administrator requesting such additional insurance shall notify the Administration Office.

**L. *General and Automobile Liability Insurance***

The District shall pay the cost of general liability, Errors & Omissions insurance, and automobile liability insurance for all Administrators during the time which they are engaged in school duties.

1. This coverage will be applicable only after the owner's insurance has been applied.
2. This insurance shall be provided by the Wyalusing Area School District Broker of Record.

**VIII. RETIREMENT**

**A. *Severance Benefits***

Administrators retiring in accordance with the regulations of the Pennsylvania School Employee Retirement System shall be deemed an Eligible Retiree and shall be eligible for Severance benefits in accordance with the sections below.

1. The Administrator must notify the Superintendent in writing at least sixty (60) days in advance to be eligible for Severance benefits.
2. The Eligible Retiree shall present proof that he/she has made a formal application for retirement before any Severance payment being issued.
  - a. The Eligible Retiree shall be paid as part of the final year's salary by the District forty dollars (\$40) times the years of service employed by the District.
  - b. The Eligible Retiree shall be paid the sum of sixty-five (\$65) per day for each unused sick leave day.
    - i. A maximum of two hundred (200) days shall be paid to the Administrator upon permanent retirement.

**B. *COBRA Health Insurance***

1. The District will make available to all Administrators, who retire subsequent to the effective date of this Agreement, a COBRA Health Insurance Plan.
2. Such coverage shall be available only upon the terms and conditions prescribed therefore by the District's insurance carrier and, if for any reason the same shall become unavailable from the District's insurance carrier, the District shall be under no responsibility to provide substitute coverage.
3. Such coverage at the group rate shall be at the full cost and expense of the retired Administrator desiring the same, and the payment therefore shall be received by the District at least ten (10) days prior to the date the District is obligated to transmit the same to the Carrier.
4. In the event payment is not be received by the District as herein set forth, the coverage shall be terminated and, in such case, the District shall be under no liability whatsoever to make the payment or to provide the benefits which would have been provided by the

Carrier had the payment been made.

5. It is understood and agreed that in making this coverage available, the District is acting only as a conduit for the transmittal of the premium to the Carrier.

<b>Job title:</b> High School Principal	<b>Location:</b> High School
<b>Salary Grade:</b> As per Act 93 Agreement	<b>Classification:</b> Act 93- Leadership Team
<b>Date:</b> May 2020	<b>Reports to:</b> Superintendent

**Job Summary:**

- Provide instructional leadership and management for the daily operations of the school building.
- Lead students and staff through the instructional and curriculum program that fosters student growth and development.

**Essential Functions:**

- Observe and evaluate classroom instruction.
- Confer with individual teachers and groups of teachers about instructional practices.
- Assist teachers with identifying their own strengths and weaknesses.
- Assist teachers with enriching instruction through curriculum revision and selection of curriculum materials.
- Guide the direction of curriculum and assessments.
- Supervise the library and other special teachers' programs.
- Supervise the guidance program.
- Ensure diagnostics/assessments are being used and are appropriate for students.
- Complete multiple walkthrough and informal observations of faculty.
- Work with staff to guide choices for differentiated observations.
- Coordinate the work of teacher aides with the Director of Special Education.
- Annually determine staffing needs.
- Screen and interview candidates for open positions and develop an interview committee.
- Supervise the work of teachers in homebound instruction.
- Prepare school budget requests and fully develop annual building budget.
- Ensure proper inventory of supplies and equipment.
- Closely monitor fiscal spending and supplies.
- Determine specifications for supplies and equipment.
- Search for alternate sources of funding to achieve goals without an increased cost to the district.
- Lead the process for determining the educational needs of the school and students.
- Prepare special reports and bulletins as a matter of public relations for the school.
- Confer with parents and other stakeholders.
- Develop procedures for reporting pupil progress to parents.
- Coordinate activities and procedures with the elementary and alternative schools.
- Cooperate with the Elementary School Principal and Director of Curriculum in leading in-service education programs and curriculum.
- Confer and coordinate with the Director of Curriculum to plan and improve curriculum and instruction.
- Confer with the Director of Curriculum to plan appropriate Professional Development for teachers.
- Conduct regular meetings with grade level and department teachers.
- Attend Child Study meetings.
- Coordinate with the Director of Special Education the educational placement for students with special needs.
- Monitor special events occurring during the school day.
- Develop a system for pupil attendance and accountability.
- Organize, create, and hold Truancy Elimination Meetings.

- Attend Truancy hearings with the district magistrate.
- Maintaining pupil personal records.
- Oversee general pupil safety, including fire drills and school safety procedures.
- Assist in planning the district wide evacuation plan and serve on the safe schools committee.
- Create plan for school emergencies such as early dismissals, water problems, weather drills, etc.
- Execute Board policies.
- Determine, from achievement test data in the district, the children who may qualify for supplementary instruction.
- Initiate and participate in a series of conferences with district administrators, supervisors, and teachers regarding the type and location of service to be offered to children.
- Serve as the educational leader of the Jr-Sr high school educational program including the planning, organization and implementation of all school activities, programs and schedules.
- Understands and implements the Public School Code of Pennsylvania and policies of the District.
- Plan, organize, facilitate and monitor new teacher induction and orientation programs.
- Assist in administering the registration/withdrawal, attendance and assignment of students.
- Administer Jr-Sr high school educational programming.
- Prepare the Jr-Sr high school level budget; maintain adequate inventory of equipment and supplies for instructional programs.
- Assume responsibility for the implementation of policies and procedures.
- Prepare or supervise the preparation of reports required.
- Establish guidelines to oversee and maintain a high standard for proper student conduct.
- Establish and maintain an effective learning climate within the school.
- Schedule classes within established guidelines to meet students' educational needs, supervise the master schedule and make staff assignments.
- Supervise the collection and maintenance of all required building and student records and reports.
- Budget school time to maximize instructional effectiveness.
- Establish and maintain, with staff, high standards for student conduct which are enforced according to due process requirements and district policies.
- Plan, coordinate and supervise summer school program.
- Serve as a positive role model for students in all aspects of performance, demonstrating pride in the honorable profession of public education.
- Plan and supervise fire drills and the emergency preparedness program.
- Assume responsibility for maintaining a safe school environment.
- Administer the safety and security procedures for the building, equipment, grounds, transportation, students and personnel.
- Serve as the School Safety and Security Coordinator. Responsible for implementing the requirements set forth under the guidelines in Act 44 of 2018.
- Provide and attend special events held to recognize student achievement as well as other school activities or functions and athletic events.
- Respond in timely and appropriate fashion to written and oral requests for assistance.
- Develop, direct, monitor, and evaluate the improvement process for marginal teachers; and recommend the removal of a teacher whose work continues to be unsatisfactory.
- Supervise and evaluate, with the athletic director, all PIAA sanctioned athletic programs and co-curricular and extra-curricular programs.
- Maintain membership in the Northern Tier League (NTL), District IV and PIAA. Attend meetings as scheduled and participate in leadership as dictated by the respective constitution and bylaws.
- Delegate authority to responsible personnel to make decisions within their areas of operation

and improve the efficiency and effectiveness of the Jr-Sr high school.

- Work effectively with other administrators to set district goals and make decisions.
- Attend school-sponsored functions.
- Establish and maintain favorable relationships with parents, booster groups, and community groups.
- Attend meetings, workshops and trainings as required.
- Support public education and student achievement.
- Perform other duties as assigned

Competencies:

- Strong verbal, interpersonal, and written expression skills.
- Effective colleague, parent and student communication skills.
- Problem-solving skills and technology proficiency.

Education and Experience:

- Certified as 7-12 or K-12 Principal
- Other education/experience as accepted by the school board and administration.

Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.

Approvals / Additional Supervisors: Superintendent of Schools

Job title: High School Assistant Principal	Location: High School
Salary Grade: As per Act 93 Agreement	Classification: Act 93- Leadership Team
Date: May 2020	Direct Supervisor: High School Principal

Job Summary:

- Provide instructional leadership and management for the daily operations of the school building.
- Lead students and staff through the instructional and curriculum program that fosters student growth and development.

Essential Functions:

- Observe and evaluate classroom instruction.
- Confer with individual teachers and groups of teachers about instructional practices.
- Assist teachers with identifying their own strengths and weaknesses.
- Assist teachers with enriching instruction through curriculum revision and selection of curriculum materials.
- Coordinate the transition of elementary school 6<sup>th</sup> grade students to the Jr-Sr High School.
- Assist in planning in-service education programs for the Jr-Sr High School instructional staff personnel.
- Assist in the construction of the master schedule.
- Assist in the supervision of the library service program in the Jr-Sr High School.
- Assist in the supervision of the audiovisual service program in the Jr-Sr High School.
- Assist in supervising the work of teachers in homebound instruction.
- Assist in correlating teacher, class, and subject assignments.
- Assist in the assembly of in-school club programs, including working with individuals and committees on the development and scheduling of assembly programs.
- Represent the Wyalusing Area School District at meetings and functions.
- Assist with the orientation and induction program for new and beginning professional staff.
- Assist with the orientation of substitute teachers.
- Provide for the handling of incoming calls regarding absent students.
- Provide for the checking of absent pupils daily and contacting of parents for reasons.
- Provide for services similar to that of the Home and School Visitor when absences indicate need.
- Provide for the sending of official notice of unlawful absences.
- Plan and direct the discipline program for the Jr-Sr High School.
- Confer with students regarding discipline matters.
- Inform parents of suspension and provisions for the next step to allow students to return to school.
- Provide support to students who have problems relating to such matters as personal and social adjustment.
- Resolve special problems relating to pupil-teacher relationships.
- Coordinate and direct the assignment of pupils to the alternate education program.
- Facilitate direct parent communication with teachers and counselors.
- Obtain feedback from the community concerning what they want from their school.
- Participating in community and civic activities where appropriate.
- Execute Board policies.
- Assist in overseeing the general pupil safety, including fire drills and defense procedures
- Assist in the review maintenance of the Jr-Sr High School building.
- Assist in interviewing of new staff members.
- Developing educational programs using peer support to aid in educational achievement.
- Fulfill all responsibilities of the high school principal in their absence.

- Perform any other duties, reports, and research assigned by the High School Principal and/or the Superintendent.

Competencies:

- Strong verbal, interpersonal, and written expression skills.
- Effective colleague, parent and student communication skills.
- Problem-solving skills and technology proficiency.

Education and Experience:

- Certified as 7-12 or K-12 Principal
- Other education/experience as accepted by the school board and administration.

Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.

Approvals / Additional Supervisors: Superintendent of Schools

Job title: Elementary Principal/Federal Grants Director	Location: Elementary School
Salary Grade: As per Act 93 Agreement	Classification: Act 93- Leadership Team
Date: May 2024	Direct Supervisor: Superintendent

**Job Summary:**

- Provide instructional leadership and management for the daily operations of the school building.
- Lead students and staff through the instructional and curriculum program that fosters student growth and development.

**Essential Functions:**

- Observe and evaluate classroom instruction.
- Confer with individual teachers and groups of teachers about instructional practices.
- Assist teachers with identifying their own strengths and weaknesses.
- Assist teachers with enriching instruction through curriculum revision and selection of curriculum materials.
- Guide the direction of curriculum and assessments.
- Supervise the library and other special teachers' programs.
- Supervise the guidance program.
- Ensure diagnostics/assessments are being used and are appropriate for students.
- Complete multiple walkthrough and informal observations of faculty.
- Work with staff to guide choices for differentiated observations.
- Coordinate the work of teacher aides with the Director of Special Education.
- Annually determine staffing needs.
- Screen and interview candidates for open positions and develop an interview committee.
- Supervise the work of teachers in homebound instruction.
- Prepare school budget requests and fully develop annual building budget.
- Ensure proper inventory of supplies and equipment.
- Closely monitor fiscal spending and supplies.
- Determine specifications for supplies and equipment.
- Search for alternate sources of funding to achieve goals without an increased cost to the district.
- Lead the process for determining the educational needs of the school and students.
- Prepare special reports and bulletins as a matter of public relations for the school.
- Confer with parents and other stakeholders.
- Develop procedures for reporting pupil progress to parents.
- Work closely with the PTO to support and sponsor PTO programs.
- Coordinate activities and procedures with the secondary and alternative schools.
- Cooperate with the High School Principal and Director of Curriculum in leading in-service education programs and curriculum.
- Construct a schedule for special teachers in the elementary buildings.
- Confer and coordinate with the Director of Curriculum to plan and improve curriculum and instruction.
- Confer with the Director of Curriculum to plan appropriate Professional Development for teachers.
- Conduct regular meetings with grade level teachers.
- Attend Child Study meetings.
- Coordinate with the Director of Special Education the educational placement for students with special needs.
- Monitor special events occurring during the school day.

- Develop a system for pupil attendance and accountability.
- Organize, create, and hold Truancy Elimination Meetings.
- Attend Truancy hearings with the district magistrate.
- Maintaining pupil personal records.
- Oversee general pupil safety, including fire drills and school safety procedures.
- Assist in planning the district wide evacuation plan and serve on the safe schools committee.
- Create plan for school emergencies such as early dismissals, water problems, weather drills, etc.
- Assume responsibility for the implementation of the district Board policies and procedures.
- Serve as the educational leader of the elementary school program including the planning, organization and implementation of all school activities, programs and schedules.
- Understand and implement the Public School Code of Pennsylvania and policies of the District.
- Plan, organize, facilitate and monitor new teacher induction and orientation programs.
- Assist in administering the registration/withdrawal, attendance and assignment of students.
- Administer the elementary school educational programming.
- Prepare the elementary school level budget; maintain adequate inventory of equipment and supplies for instructional programs.
- Prepare or supervise the preparation of reports required.
- Establish, maintain and oversee, with staff, guidelines and high standards for proper student conduct which are enforced according to due process requirements and district policies.
- Establish and maintain an effective learning climate within the school.
- Schedule classes within established guidelines to meet students' educational needs, supervise the master schedule and make staff assignments.
- Supervise the collection and maintenance of all required building and student records and reports.
- Budget school time to maximize instructional effectiveness.
- Serve as a positive role model for students in all aspects of performance, demonstrating pride in the honorable profession of public education.
- Work with School Safety and Security Coordinator to implement requirements set forth under the guidelines in Act 44 of 2018 for the elementary school.
- Serve as director and coordinator of all district federal programs.
- Prepare all federal project proposals, including program content, needs assessment, budget, etc.
- Responsible for filing all Federal Program evaluation reports, fiscal reports and other required reporting.
- Assist in the recruitment and selection of staff for participation in federally-funded programs.
- Coordinate in-service training for professional and para-professional federal program staff members.
- Serve as district representative at workshops, conferences, meeting, etc., regarding federal programs
- Coordinate and direct the testing programs which are associated with Federal Programs and or Federally-funded projects, when appropriate.
- Coordinate and direct the reporting of pupil progress to parents of children participating in federally-funded projects, as well as records of pupil progress for the school files
- Prepare the annual Title I Program proposal for the Wyalusing Area School District to be submitted to the Pennsylvania Department of Education.
- Collect data on the economic need of children (estimated family income-location) in the district in order to ascertain what schools may qualify for Title I assistance.
- Determine, from achievement test data in the district, the children who may qualify for supplementary instruction.

- Initiate and participate in a series of conferences with district administrators, supervisors, and teachers regarding the type and location of service to be offered to children.
- Organize and coordinate the work of a Title I Parent Advisory Council, in accordance with regulations set forth by state and federal guidelines.
- Write and submit the complete proposal including budget, specific duties of personnel, goals and procedures of the program; determine that all legal requirements in laws and regulations are met.
- Attend meetings and conferences regarding the Title programs.
- Screen and recommend for hiring all persons in the Title I program.
- Observe and evaluate all Title I activities throughout the district on a regular basis and offer supervisory assistance.
- Supervise the collection and maintenance of all records, as required by law.
- Confer with the business manager to assure fiscal responsibility is maintained.
- Set up and direct a process of program evaluation that satisfies state and federal guidelines.
- Interpret the Title Programs to School Board and Community.
- Continue to monitor and apply for new grants to assist the district.
- Support public education and student achievement.
- Perform other duties as assigned

Competencies:

- Strong verbal, interpersonal, and written expression skills.
- Effective colleague, parent and student communication skills.
- Problem-solving skills and technology proficiency.

Education and Experience:

- Certified as PK-6 or K-12 Principal
- Other education/experience as accepted by the school board and administration.

Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.

Approvals / Additional Supervisors: Superintendent of Schools

Job title: Director of Special Education	Location: Central Office
Salary Grade: As per Act 93 Agreement	Classification: Act 93- Leadership Team
Date: May 2020	Direct Supervisor: Superintendent

**Job Summary:**

- Provide educational leadership and administrative services required for the operation of an efficient and educationally sound gifted chapter 16, 504 chapter 15, and special education chapter 14 program.

**Essential Functions**

- Assist in the development and assessment of educational programs, curriculum development, and selection of educational materials.
- Work with the School Psychologist and Intermediate Unit employees to complete evaluations within the legal time frame.
- Provide Right to Education and Due Process for all students receiving special education services and their families.
- Participate in the selection of staff for special education programs K-12, establish caseloads, and assign Personal Care Aides to individual students.
- Oversee and manage the medical access billing to maximize its productivity.
- Oversee and manage contracted social workers to assure they are maximizing their time to successfully meet the needs of the district, schools, community, and students.
- Observe and assess teaching throughout the district.
- Evaluate program effectiveness.
- Attend MDT, 504, GIEP, IEP, meetings and parent conferences as required both in the district and for students placed out of the district.
- Assist staff in the development of IEPs, GIEPs, 504s, Functional Behavioral Assessments, and Positive Behavior Support Plans.
- Assist regular education teachers in adapting materials for included students.
- Collaborate with administrators to establish an intervention/disciplinary action plan.
- Coordinate programming: Transition, Early Intervention and Extended School Year.
- Plan and organize in-service, induction and staff development for special education teachers.
- Project enrollment and staffing figures.
- Prepare local, state and federal reports as required which includes the Special Education Plan, compliance monitoring, and improvement plans.
- Review special education placements in approved private schools on an annual basis.
- Work with the ACCESS secretary for financial reimbursements and projections.
- Assist with budget, staff attendance and supply responsibilities.
- Plan and implement Student Services such as arranging for the mobile dentistry, work with the School Nurses on initiatives, etc.
- Oversee and assure the implementation of advanced technology that is utilized to meet the needs of students.
- Research and implement technological tools to enhance the learning of students and support comprehension and retention.
- Serve as a leader and general resource person in matters relating to student mental health and threat assessment mandates.
- Provide direct oversight of the development and implementation of alternative education programs.
- Facilitate enrollment of students into alternative programs and their return to regular programs (transition).
- Coordinate and facilitate the development of the cooperative efforts between schools and other community agencies in providing services to students.

- Determine program needs and allocate resources of staff and materials.
- Attend meetings (i.e. IEP/CASP, etc. meetings) on and off campus with parents and staff in order to assist facilitating appropriate programs and services for individual students.
- Share information about programs with various stakeholders, serves as a liaison between the school system and other agencies.
- Gather and analyze program evaluation data.
- Participate in regional and state meetings pertaining to exceptional education programs and student support service.
- Stay informed of state and federal laws and procedures for programs for students with special needs and disabilities as well as students in need of intervention.
- Collaborate with district administrators in the selection and placement of personnel for exceptional children such as counselors, social workers, school psychologists, and assists in evaluating staff.
- Guide, direct, advise, and participate in serious discipline processes and problems, including student suspension and expulsion cases and coordinates these efforts for both on and off campus students.
- Performs other duties as assigned related to student services oversight and coordination.
- Other duties as assigned.

#### Director of Student Services

- Direct the planning, development, organization, management, and implementation of all aspects of Student Services programs of the District which include alternative education, child welfare and attendance, discipline procedures, and school safety; assure compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel.
- Serve as a leader and general resource person in matters relating to alternative education and school safety.
- Provide orientation/exit interview with new students/families upon registration to school
- Provide direct oversight of the development and implementation of alternative education programs.
- Facilitate enrollment of students into alternative programs and their return to regular programs (transition).
- Coordinate and facilitates the development of the cooperative efforts between schools and other community agencies in providing services to students, such as mental health programs.
- Determine program needs and allocates resources of staff and materials.
- Attend meetings (i.e. IEP/CASP, etc. meetings) on and off campus with parents and staff in order to assist in facilitating appropriate programs and services for individual students.
- Share information about programs with various stakeholders, serves as a liaison between the school system and other agencies.
- Gather and analyze program evaluation data.
- Participate in regional and state meetings pertaining to exceptional education programs and student support services.
- Stays informed of state and federal laws and procedures for programs for students with special needs and disabilities as well as students in need of intervention
- Collaborate with district administrators in the selection and placement of exceptional children personnel, counselors, social workers, school psychologists, and assist in evaluating staff
- Guide, direct, advise, and participate in serious discipline processes and problems, including student suspension and expulsion cases and coordinates these efforts for both on and off campus students.

Competencies:

- Understand and navigate special education diagnostic tools to meet student needs and keep the district in compliance.
- Comprehend and create district wide special education comprehensive plans that are mandated by PDE.
- Communicate efficiently and effectively with key members of PDE to keep the district updated and in compliance with PDE mandates.

Education and Experience:

- Certification as Supervisor of Special Education and/or K-12 Principal and other education and experience as accepted by the school board and administration.

Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.

Approvals / Additional Supervisors: Superintendent of Schools

Job title: Director of Curriculum and Instructional Technology	Location: Central Office
Salary Grade: As per the Act 93 Agreement	Classification: Act 93- Leadership Team
Date: May 2020	Direct Supervisor: Superintendent

**Job Summary:**

- Provide leadership and vision in the ongoing planning, implementation, development direction, review and evaluation of the district’s curriculum and instructional programs, assessment, research and evaluation.
- Ensure that the district/school educational objectives are aligned to state standards and to instructional practices that yield the highest standards of student achievement and instructional excellence.
- Ensure that organizational systems and academic programs are established to ensure all students are college and career ready.
- Provide computer hardware/software and media technology support to students, teachers, and administrators throughout the district.

**Essential Functions:**

- Ensure all students are offered an adequate academic program and assessment opportunity that prepares them for college and/or career success.
- Develop a strategic and tactical plan for implementing the Common Core State Standards including an aligned assessment system.
- Lead in the selection and adoption of the District K-12 curricula in conjunction with building principals.
- Maintain and monitor all student achievement data including annual assessment results, course grades, and benchmark assessment results.
- Address the complexity of moving the District’s curriculum, instruction, assessment and technology programs from traditional practices to that of integrated, performance-based practices.
- Ensure that there is an appropriate and logical alignment between the District’s academic program, curricula, assessment and the District, State and Federal accountability programs.
- Evaluate academic programming, curricula, and assessment decisions for effectiveness and revision, when necessary.
- Use multiple sources of data, including student performance data, to effect changes in curriculum, assessment, programs, teaching, as well as the attitudes of stakeholders about needed changes.
- Monitor and benchmark student performance data and progress at the school and district levels.
- Ensure that curricula, assessments, and academic programs are designed, appropriately implemented, evaluated and refined.
- Ensure that appropriate differentiation in curricula and instruction are available to students.
- Work cross-functionally with Gifted and Special Education program staff to support individual student needs.
- Collaborate with Principals to develop Professional Learning Communities sessions by grade level or department.
- Collaborate with instructional staff and teachers to develop curriculum materials and specific lesson plans that integrate technology.
- Conduct professional development in areas of technology integration.
- Collaborate with school leaders, faculty, and staff to provide leadership in the school’s use of instructional technology resources to enhance learning.
- Coordinate the development, implementation, and evaluation of the Comprehensive Plan (both District and building plans).

- Represent the school district in meetings and conferences related to curriculum and instruction, assessment, and technology.
- Report periodically to the board on all curriculum, instruction, and assessment matters and all technology issues.
- Implement best practices related to technology use in the school program based on research, pilot programs, and state/national standards.
- Work with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure.
- Assist with planning the design of the technology infrastructure so that information resources are continually available to the school community.
- Collaborate with the district leaders, principals, teachers, media and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals.
- Assist teachers with selecting appropriate IU training and conferences.
- Assist with grants related to curriculum and instruction.
- Provide technology support for work order tickets in a timely and customer-oriented manner.
- Use efficient procedures for processing requests of media-related supplies, materials, and equipment.
- Maintain an efficient system of distribution, inventory, and maintenance of media equipment.
- Assist with implementing the district Technology Education Plan.
- Serve on school/district committees as needed.
- Serve as the lead for the Districts Curriculum, Instruction, and Technology Committee.
- Maintain current knowledge of new developments and trends in the technology field so that innovations and new equipment may be implemented as appropriate.
- Commitment to the success of all students
- Knowledge of research, PA Common Core Standards (CCSS), comprehensive assessment systems, and practice in curriculum, instruction, assessment and technology
- Capable and experienced project manager with a track record of completing projects and tasks on time and on budget
- Knowledgeable about change management and quickly able to establish credibility among team members including partners, peers, direct reports, and executive leadership
- Ability to effectively work with and communicate to a diverse set of internal and external stakeholders for a variety of purposes
- Documented understanding of comprehensive planning standards-based reform and accountability
- Ability to articulate the importance of a well-designed, standards-aligned instructional and assessment program
- Ability to broker resources (human and material) based on identified needs
- Demonstrated use of internal and external data to guide, define, and make informed decisions and evaluate curricula, assessment, and teaching practices
- Knowledge of local, state, and federal graduation, curriculum and assessment requirements and current policy
- Must understand and appreciate the need for confidentiality when dealing with sensitive and confidential student and/or staff records
- Lead all aspects of the Ram Virtual School.
- Lead in the selection and adoption of K-12 online curriculum providers.
- Maintain and monitor Ram Virtual School enrollment, attendance, and achievement.
- Maintain and monitor Ram Virtual School course grades for school district leaders, parents, and students to access in PlusPortals.
- Collaborate with school administrators, faculty, and staff to provide leadership in selection of K-12 courses for Ram Virtual School students.
- Communicate with RVS parents and students on a regular basis.

- Collaborate with Technology Department to provide technology support for Ram Virtual School selection, ordering, and maintenance of Ram Virtual School technology needs.
- Other duties as assigned.

Competencies:

- Strong verbal, interpersonal, and written expression skills.
- Effective colleague, parent and student communication skills.
- Problem-solving skills and technology proficiency.

Education and Experience:

- Certified as Supervisor of Curriculum and/or K-12 Principal
- Other education/experience as accepted by the school board and administration.

Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.

Approvals / Additional Supervisors: Superintendent of Schools

Job title: Elementary School Assistant Principal/Grants Coordinator	Location: Elementary School & High School
Salary Grade: As per Act 93 Agreement	Classification: Act 93- Leadership Team
Date: May 2024	Direct Supervisor : Superintendent of Schools

**Job Summary:**

- Provide instructional leadership and management for the daily operations of the Elementary School building.
- Lead students and staff through the instructional and curriculum program that fosters student growth and development.
- Define and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies.

**Essential Functions:**

- Observe and evaluate classroom instruction.
- Confer with individual teachers and groups of teachers about instructional practices.
- Assist teachers with identifying their own strengths and weaknesses.
- Assist teachers with enriching instruction through curriculum revision and selection of curriculum materials.
- Coordinate the transition of elementary school 6th grade students to the Jr-Sr High School.
- Assist in planning in-service education programs for the Elementary School instructional staff personnel. •
- Assist in the construction of the master schedule.
- Assist in supervising the work of teachers in homebound instruction.
- Assist in correlating teacher, class, and subject assignments.
- Assist in the assembly of in-school programs, including working with individuals and committees on the development and scheduling of assembly programs.
- Represent the Wyalusing Area School District at meetings and functions.
- Assist with the orientation and induction program for new and beginning professional staff.
- Assist with the orientation of substitute teachers.
- Provide for the handling of incoming calls regarding absent students.
- Provide for the checking of absent pupils daily and contacting of parents for reasons.
- Assist in coordination and execution of Truancy. Provide for the sending of official notice of unlawful absences.
- Plan and direct the discipline program for the Elementary School.
- Confer with students regarding discipline matters. Issue student suspensions consistent with the discipline code of conduct and enforcement of board policy.
- Inform parents of suspension and provisions for the next step to allow students to return to school.
- Provide support to students who have problems relating to such matters as personal and social adjustment.
- Resolve special problems relating to pupil-teacher relationships.
- Coordinate and direct the assignment of pupils to the alternate education program.
- Facilitate direct parent communication with teachers and counselors.
- Investigate professional staff members regarding disciplinary matters.
- Obtain feedback from the community concerning what they want from their school.
- Participate in community and civic activities where appropriate, such as the PTO.
- Execute Board policies.

- Assist in overseeing the general pupil safety, including fire drills and defense procedures.
- Assist in the review maintenance of the Elementary School building.
- Assist in interviewing of new staff members.
- Develop educational programs using peer support to aid in educational achievement.
- Fulfill all responsibilities of the Elementary School Principal in their absence.
- Perform any other duties, reports, and research assigned by the Elementary School Principal and/or the Superintendent.
- Responsible for researching, writing, compiling, and managing the timeline of all grants including maintenance and oversight of workflow processes and procedures to ensure accurate and efficient collection and timely submission.
- Maintain accurate record of past and present grant opportunities.
- Perform internal reviews of institutional needs, collect, and gathers data, and assess the feasibility of obtaining external funding for project and program proposals.
- Develops and maintains a grant management system for funded grants that includes report due dates, budget adherences, and any other grant requirements.
- Assists with all audits related to grants and maintains record retention related to prior and current grants.
- Attend Administrative Meetings

Competencies:

- Strong verbal, interpersonal, and written expression skills.
- Effective colleague, parent and student communication skills.
- Problem-solving skills and technology proficiency.

Education and Experience:

- Certified as K-6 or PK-12 Principal
- Other education/experience as accepted by the school board and administration.

Additional Requirements:

- Must demonstrate extreme flexibility, provide excellent communication, and follow directives issued by supervisors.

Approvals/Additional Supervisor: Superintendent of Schools