

BLOOMSBURG AREA SCHOOL DISTRICT
728 East Fifth Street
Bloomsburg, PA 17815

JOB DESCRIPTION

TITLE: SECONDARY PRINCIPAL OF TEACHING AND LEARNING

QUALIFICATIONS: Must possess Principal Certification from Pennsylvania Department of Education. At least eight successful years of classroom teaching. Prior administrative experience preferred.

REPORTS TO: Superintendent

JOB GOAL: To ensure high-quality instructional leadership to all professional faculty in the 6-12 campus and establish a safe learning environment through the supervision of all disciplinary procedures for the student body in grades 6-12.

The Secondary Principal of Teaching and Learning works collaboratively with the Secondary Leadership Team in order to implement professional practices and educational strategies to ensure all students receive a high-quality education. The Principal of Teaching and Learning provides the leadership for the student cooperative education program and the secondary fitness center coordination. The Secondary Principal of Teaching and Learning oversees the teacher evaluation and observation process for the professional 6-12 faculty. The Principal for Teaching and Learning also serves as the direct supervisor and liaison for all student discipline for the secondary campus.

Primary Duties and Responsibilities:

1. Supervise the instructional staff in the secondary campus.
2. Supervise and coordinate Cooperative Education 9-12.
3. Supervise and coordinate Fitness Center personnel and facility.
4. Implement the district-approved curriculum scope and sequence in the secondary setting.
5. Administer systematic and effective methods of objectively monitoring student progress.

6. Utilize student achievement data in analyzing program effectiveness and identifying areas needing improvement.
7. Demonstrate continued personal growth through participation in professional activities and organizations.
8. Evaluate progress toward instructional goals and objectives and make adjustments as needed.
9. Provide leadership in identifying and solving issues and problems facing the profession.
10. Establish and maintain an effective learning environment in the school.
11. Conduct meetings of the staff as necessary for the proper functioning of the school.
12. Conduct faculty/staff observations.
13. Assist in the supervision of the school's education program.
14. Facilitate the implementation of revisions to the student handbook.
15. Coordinate student conduct guidelines.
16. Supervise disciplinary reports.
17. Serve as a member of the Student Assistance Team.
18. Participate in the development of procedures for requisitioning, ordering, and payment for secondary equipment and supplies.
19. Assist in the development, revision, and evaluation of the curriculum.
20. Supervise the school's teaching process.
21. Continuously monitor and facilitate the improvement of instructors at the building level.
22. Effectively use multiple sources of data to implement procedures designed to increase student achievement.
23. Implement instructional programs that align with district goals.
24. Continuously research Pennsylvania school law and apply appropriate laws to building events.
25. Assist with the development of district policies as they relate to building-level issues.
26. Apply appropriate legal procedures to student disciplinary issues.
27. Serve as a contributing member of the district's administrative team.
28. Make arrangements for special conferences between parents and teachers.
29. Maintain active relationships with students and parents.
30. Attend special events held to recognize student achievement, as well as attending other school-sponsored activities.
31. Inform the superintendent of all events of an unusual nature.
32. Provide opportunities for productive and consistent communication with parents and community members.
33. Assist in the screening, recruiting, hiring, training, and assigning of school staff.
34. Plan and supervise fire drills and an emergency preparedness program.
35. Assist in the selection of all supplies, materials, and texts used by instructional staff.
36. Complete building records and reports.
37. Assist in the supervision of the school's educational program.
38. Assist in the evaluation, development, and revision of the school's curriculum.
39. Assist in the planning and organization of school activities.
40. Assist in the supervision of professional development activities of employees.
41. Perform other such related duties as assigned by the superintendent.

SELECTION: Appointment shall be made by the Board of School Directors following the recommendation of the Superintendent.

EVALUATION: Performance to be evaluated at least annually by the Superintendent.

TERMS OF EMPLOYMENT: Twelve (12) month position. Salary to be determined through Act 93 Agreement.

I have read and understand this job description.

Signature

Date

Approved: 22 July 2019