

POSITION TITLE

Assistant Principal

JOB DESCRIPTION SUMMARY

The Assistant Principal is directly supervised by the Principal and serves as a key member of the school leadership team, supporting the Principal in the effective administration and management of the school. This position encompasses a broad range of responsibilities including instructional leadership, operational management, and the consistent implementation of Board policies. The Assistant Principal collaborates closely with staff, students, families, and the community to foster a positive, inclusive, and academically rigorous learning environment that meets the unique needs of an urban student population. The Assistant Principal demonstrates strong leadership skills, a commitment to equity and excellence, and the ability to navigate the complexities of a dynamic urban school setting.

WORK MONTHS

12

ESSENTIAL FUNCTIONS

1. Assist the Principal in all aspects of school administration, including instructional leadership, operational management, staff supervision and community engagement.
2. Supervise and support professional and non-professional staff to ensure the effective implementation of district curriculum, instructional practices, Board policies, and schoolwide initiatives.
3. Serve as an instructional leader by designing, leading, and participating in school-based professional development aligned with district priorities and student needs.
4. Collaborate with the administrative team to drive the successful implementation of the District's Strategic Plan and the school's vision for academic excellence and equity.
5. Assist the Principal in conducting formal and informal evaluations of instructional and support staff using the district's approved observation and evaluation frameworks to promote continuous professional growth.
6. Build and maintain positive relationships with students to foster a supportive learning environment that encourages academic achievement and personal growth.
7. Support the Principal in the development, implementation, and ongoing monitoring of the School Improvement Plan aligned with district and school goals.
8. Analyze academic and behavioral data to inform decision-making, monitor student progress, and support the development of responsive, data-driven school improvement strategies.
9. Collaborate with instructional teams to adapt and enhance curriculum and instructional strategies that meet the diverse learning needs of students in an urban educational setting.
10. Build and maintain culturally responsive, positive relationships with students to promote a safe, inclusive, and academically supportive school environment.
11. Support the Principal in the development, implementation, and ongoing refinement of the School Improvement Plan, aligned with measurable outcomes and district goals.
12. Assist in the development, implementation, and review of the school's emergency preparedness and crisis response plan and coordinate regular safety and fire drills in compliance with regulatory standards.
13. Ensure accurate and timely implementation of Board policies related to student attendance, accountability, and reporting systems.
14. Oversee the implementation of school-wide positive behavior intervention systems (PBIS), ensuring they are responsive to the holistic needs of each student.
15. Serve as the Local Education Agency (LEA) representative in Individualized Education Program (IEP) meetings to ensure compliance with special education laws and alignment with student needs.
16. Maintain current knowledge of federal and state special education laws, including 504 plan requirements and procedures.
17. Establish and sustain consistent, positive communication with families to support student learning and school engagement.
18. Engage and collaborate with the Parent School Community Council (PSCC), volunteers, external

- agencies, and community stakeholders to support school-wide initiatives and family engagement.
19. Participate in District-wide professional development opportunities, leadership cohorts, and strategic planning initiatives that align with the district priorities.
 20. Maintain current knowledge of Pennsylvania School Law and ensure legal and ethical compliance in all aspects of school operations.
 21. Maintain consistent, on-time attendance and a visible leadership presence during the school day and at school and community events, including evenings and weekends, as needed.
 22. Assist with operational tasks such as staff scheduling, budgeting, resource allocation, and the oversight of federal programs, including Title I.
 23. Other relevant duties as assigned by supervisor in support of the department's or school's goals and objectives and the District's mission and Superintendent's Priority Goals

EDUCATION REQUIRED

Bachelor's Degree

CERTIFICATION/LICENSURE REQUIRED

Pennsylvania Department of Education Principal Certification in required area/field.

For more information on Pennsylvania (PA) Department of Education Certification Requirements visit the [a](https://www.education.pa.gov/Educators/Certification/PAEducators/Pages/PACerts.aspx)

[href="https://www.education.pa.gov/Educators/Certification/PAEducators/Pages/PACerts.aspx">PA Department of Education's Certification Types and Codes webpage.](https://www.education.pa.gov/Educators/Certification/PAEducators/Pages/PACerts.aspx)

YEARS OF EXPERIENCE

4-8 years of experience, with a minimum of three years teaching experience preferred

KNOWLEDGE, SKILLS, & ABILITIES

- Comprehensive understanding of K-12 educational best practices, instructional strategies, and curriculum development, especially within diverse and urban school settings
- Familiarity with state and federal education laws.
- Knowledge of student behavioral management techniques and restorative justice practices.
- Understanding of equity, cultural competency, and strategies to close achievement gaps in underserved student populations.
- Awareness of school safety protocols, crisis response procedures, and community resources
- Strong leadership and team-building skills to support and motivate staff, students, and families.
- Effective communication skills—both verbal and written—to engage diverse stakeholders.
- Conflict resolution and problem-solving skills to address student discipline, staff concerns, and community issues.
- Data analysis skills to interpret academic and behavioral data to inform instructional decisions and school improvement initiatives.
- Organizational and time management skills to balance multiple responsibilities in a fast-paced environment.
- Ability to lead and support instructional improvement initiatives that promote student achievement.
- Capacity to manage school operations, including scheduling, budgeting, and resource allocation.

- Ability to foster a positive, inclusive, and respectful school culture that embraces diversity.
 - Ability to build strong relationships with students, families, staff, and community partners.
 - Ability to respond effectively to emergencies and maintain a safe school environment.
- Ability to work collaboratively as a team player and independently, under pressure with multiple competing deadlines, and with culturally, educationally, and racially diverse internal and external customers.
 - Enthusiastic about the fundamental goal of advancing student achievement in an urban public school district.
 - Value, demonstrate, and promote diversity, equity, and inclusion.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The working conditions and physical requirements described here are representative of, but not limited to, those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made.

- Varies based on location.

APPLICANT ELIGIBLE CRITERIA

N/A

CITY OF PITTSBURGH RESIDENCY REQUIREMENT

This position does not have a residency requirement.