



BALDWIN-WHITEHALL
SCHOOL DISTRICT

**Is Accepting Applications For The
Position Of:**

HIGH SCHOOL ASSISTANT PRINCIPAL

Baldwin High School serves a diverse community of more than 1,300 students in grades 9-12. The school is recognized for its strong academic programming, innovative career-readiness pathways, thriving arts and athletics, and a district-wide commitment to the Journey of a Highlander competencies.

Baldwin High School is seeking an Assistant Principal who will join a dynamic leadership team dedicated to fostering a positive, student-centered school culture; supporting high-quality instruction; and strengthening systems that ensure safety, engagement, and equitable opportunities for all learners. This role offers an exceptional opportunity for a forward-thinking leader to make a meaningful impact, build strong relationships, and contribute to a high-performing school community with a proud tradition and an even brighter future.

Successful candidate will not only meet the requirements of the job description, but will have:

- A strong understanding of special education procedures and compliance
- Strong data analysis skills to inform instruction.
- Experience with future-ready career exploration and planning.



Send Resume & Cover Letter to:

Dr. Rachel Sprouse, Deputy Superintendent

Email: rsprouse@bwschools.net

**Applications must be received by
Tuesday, December 9, 2025 at 12:00 pm**



Requirements:

- A Master's degree or higher, with a major concentration of work in educational administration.
- A valid Pennsylvania certificate to practice as a school administrator at the secondary level.
- At least five years of successful experience as a teacher.

**See the attached job
description for all requirements
and responsibilities**

Benefits:

- Competitive salary commensurate with experience
- Medical, Dental, Vision Benefits

More Information?

412-885-6608





The Baldwin-Whitehall School District

High School Assistant Principal

Job Summary:	Provides assistance to the Principal in providing instructional leadership to staff, which includes curriculum planning, review, implementation, and professional development. This role is designed to oversee the day-to-day building administration and ensure the safety and welfare of students, staff, volunteers, and activities.
Reports to and Evaluated by:	High School Principal
Evaluates:	Teachers and other Professional Staff; provides assistance to the other building leaders with evaluation of secretaries, paraprofessionals, custodians, and High School Extracurricular positions
Employee Group:	Act 93; Group 1 Educational, 12-month Professional Employee; Exempt
Qualifications:	• A Master's degree or higher, with a major concentration of work in educational administration. • A valid Pennsylvania certificate to practice as a school administrator at the secondary level. • At least five years of successful experience as a teacher. • Strong oral communication skills • Strong written communication skills • Valid PA Driver's License • Must have Acts 34, 114 and 151 Clearances <i>Employer may determine such alternatives to the above qualifications as may be required for the job vacancy</i>
Job Responsibilities:	The Assistant Principal performs administrative and supervisory duties as assigned by the building principal. This role centers on assisting the Principal in managing the various facets of school operations, including but not limited to: <u>I. Instructional and Curriculum Support</u> • Serve as the assistant educational and professional leader for the faculty. • Assist in the continuous development of an educational program which complies with the accepted philosophy and meets the needs of the students. • Keep well-grounded in high school philosophy and practices and keep abreast of new developments in the field of administration.

	• Assist in the evaluation of instructional programs and make recommendations to the principal for improvement. • Support the implementation of MTSS/RTII through team collaboration, monitoring the fidelity of interventions, progress monitoring, and accessing resources within and outside the school to meet identified needs. • Assist in coordinating the schedules of special education and general education teachers, students and staff and work cooperatively with them. <u>II. Staff Supervision and Professional Development</u> • Assist in the supervision and evaluation of the teaching staff for the fullest development of the educational program. • Assess High School staffing needs and assist in the screening, interviewing, selection, and assignment of professional and support personnel. • Make frequent classroom visitations for the purpose of supervising and providing feedback to assist teachers with their instructional programs, instructional and assessment methods, implementation of the curriculum, and classroom management. • Confer with teachers, individually and in groups, for the improvement of instruction. • Promote reflective practices with the teaching staff for the purpose of improved instruction. • Assist in the orientation and mentoring of new teachers. • Assist in supervision and management of substitute teachers. • Encourage teachers in the practice of professional ethics in their relations with other students and other personnel. • Assist in overseeing the utilization of in-service and collaborative learning time to promote professional learning of all staff. • Assist in the planning and implementation of in-service growth through programs, suggested references, reading, and materials for the staff. • Assist in scheduling and conducting faculty meetings pertaining to the administration and supervision of the building. <u>III. Student Discipline and Welfare</u> • Assist in the establishment and implementation of rules and regulations governing the supervision of students at all times during the school day and at all school-sponsored activities. • Handle discipline consistently and effectively through the enforcement of district policy and the student handbook. • Promote a building-wide positive support system. • Conduct teacher, parent, and student conferences relative to a child's progress and/or discipline, special education programming, etc. • Assist in the preparation of all reports relative to attendance required by the local, county, and state offices. • Assist in the supervision of the admission and withdrawal of the students and cooperate with the applicable offices in transferring their records. • Assist in facilitating the Student Assistance Program (SAP). • Serve as the LEA at IEP conferences.
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	• Assist in organizing special events held to recognize student achievement. Attend such events to support students, faculty and the community. <u>IV. Building Management and Operations</u> • Assist in the collaboration with department supervisors (Facility, Custodial, Cafeteria, Transportation, Student Services, Employee Services) to assure needs are met. • Follow the District emergency plans by conducting fire drills, disaster drills, inspection, etc., required by law or local officials, provide input for improvements, and attend all required training relative to building safety. • Maintain a safe, secure, and nurturing school environment favorable to the development of high school students. • Assist in the creation of a master building schedule that maximizes instructional time and utilizes human resources effectively. • Assist in the supervision and coverage of all school related activities both during the school day and on evenings and weekends. This includes athletic events, music production, parent engagement events, committee meetings, PTO/PTA, student council activities, etc. <u>V. Fiscal and Resource Management</u> • Assist in the administration of funds available for various purposes by the teachers and pupils. • Assist in the preparation of requisitions for textbooks, materials, equipment and supplies used in instruction, as directed by the principal. • Assist in the supervision of receiving and distribution of all textbooks, materials, equipment and supplies used in instruction and maintain a continuous inventory of same. <u>VI. Assessment and Data Management</u> • Assist in overseeing the standardized assessment processes. • Analyze and share assessment results (PSSA, Keystones, PASA, local assessment) with departments, and develop building goals to provide for continuous. <u>VII. Professional Conduct and Communication</u> • Attend meetings scheduled or called by the Principal, Central Office Administrators, and/or the Superintendent. • Attend and participate in meetings, conferences (in and out of state), programs of high school principals and allied educational groups. • Communicate with parents, students, and staff using multiple formats, including technology. • Promote and participate in public relations programs and interpret the purposes and goals of education to the public. • Execute Board policies as delegated through the building principal. • Inform the principal of administrative and supervisory matters. <i>Performs all other duties and assignments applicable to the position as may be directed by Central Office Administration and/or Superintendent.</i>
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Workplace Expectations:	Confidentiality: Respect and maintain the highest degree of confidentiality with regard to personnel and student records, personal communication from members of the community, School Board and staff. Language Skills: Ability to read, analyze and interpret general business periodicals, professional and technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, parents, and the general public. Computer Skills: Demonstrate proficiency with programs such as the Google Suite for Education, Microsoft Office, spreadsheets, database, and presentation programs. Model and promote the responsible, ethical, and transparent use of artificial intelligence (AI) and emerging technologies in all professional duties. This includes leveraging AI tools to enhance communication, data analysis, instructional leadership, and operational efficiency while exercising sound judgement and appropriate digital citizenship. Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with multiple problems. Culture Focused: Demonstrate organizational skills with proven ability to build strong, collaborative, effective professional relationships and achieve results. Reliability and a strong sense of integrity; ability to maintain positive motivation and momentum in challenging circumstances Temperament: Ability to work in an environment with frequent interruptions. Promote a positive working environment for all staff.
ADA Settings:	<i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i> • Office Setting work; sitting at a desk or table of extended periods of time; frequent standing; frequent walking; frequent bending stooping, twisting, reaching, grasping; Lifting and frequent carrying – up to 25 pounds regularly; manual dexterity • Frequent travel to other District locations and conferences (in and out of state) • Auditory acuity to be able to use telephone, cell phone, regular communication with staff, students, and other stakeholders • Ability to speak professionally, clearly and distinctly

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

ACKNOWLEDGEMENT:

In signing this Job Description, I am only acknowledging that I have received a copy. I further understand that a signed copy will be placed in my personnel file.

Acknowledged by: _____

Date: _____