

FREEDOM AREA SCHOOL DISTRICT
Freedom, PA 16037



NOTICE OF VACANCY
May 24, 2023

POSITION: HIGH SCHOOL ASSISTANT PRINCIPAL (12-Month)

POSITION SUMMARY: Assists in providing leadership for the continuous improvement of student achievement for all. Manages the day-to-day operations of the school. Work includes responsibility for implementing instructional programs, directing staff, enforcing school rules, district policies and procedures, and Pennsylvania laws regarding the operation of schools, and representing the school to the community.

REPORTS TO: Principal

KNOWLEDGE, ABILITIES, AND SKILLS: (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. Valid Pennsylvania Administrative Principal K – 12 Certificate.
2. Five (5) years of successful teaching experience.
3. Understanding of and ability to maintain rapport with persons from diverse backgrounds.
4. Demonstrated ability to relate effectively to students, teachers, staff, and community members.
5. Understanding of equitable practices and its impact on all facets of education.
6. Demonstrated ability in critical reading and writing skills as well as verbal communication.
7. Knowledge of the PA School Code, FASD policies and negotiated agreements for the FASD.
8. Demonstrated ability to collect and analyze data to apply to instructional decision making.
9. Knowledge of how to work with teachers in the supervision process in order to improve instruction.
10. Knowledge of instructional technology, including digital curriculum and tools, and its use in the classroom.
11. Knowledge of instructional practice supporting student success and state mandated assessments.
12. Understanding of Charlotte Danielson's Framework for Teaching.
13. Knowledge of the Pennsylvania Core Standards.
14. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.
15. Such alternatives to the above qualifications as the Freedom Area School District may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, DUTIES, AND RESPONSIBILITIES:

1. Complies with all federal, state, and local laws and regulations.
2. Complies with the administrative policies and current negotiated agreements for Freedom Area School District.
3. Aligns all aspects of school culture to student and adult learning.
4. Monitors the alignment of curriculum, instruction, and assessment.
5. Improves instructional practices through the purposeful observation and evaluation of teachers.
6. Ensures that instructional practices are equitable in all settings reflecting best practices to reach all learners.
7. Provides effective and timely supervision and evaluation in alignment with the state and local regulations and contract provisions.
8. Ensures the regular integration of appropriate assessments into daily classroom instruction.
9. Analyzes, shares, and uses data from multiple sources to assist in the school improvement process and to improve classroom instruction.
10. Participates and delivers staff with focused, sustained, research-based professional development.
11. Assists in the planning and delivery of well-run and engaging meetings that have clear purpose, focus on matters of consequence, and engage participants in a thoughtful and productive series of conversations and deliberations about important school matters, administrative policy changes, new instructional programs and all facets of school functions.
12. Assists in the implementation and evaluation of all instructional programs and the overall administration of the school.
13. Upholds high standards of student conduct and enforces discipline as necessary, in accordance with due process rights of students.
14. May manage the Individualized Education Plan (IEP) and 504 process, including conducting IEP and 504 meetings in compliance with state and federal mandates.

15. Shares responsibilities for supervision of co-curricular and extra-curricular events with the principal.
16. Performs administrative functions as assigned by the principal of the school.
17. Participates in selection, assignment, and evaluation of professional and support staff.
18. Develops and promotes a shared vision of learning and growth for all students by participating in school leadership and school improvement teams.
19. Orients newly assigned staff and implements training activities for all staff.
20. Inventories supplies, textbooks, and equipment in an effective and efficient manner.
21. Communicates effectively in a variety of situations and circumstances with diverse audiences including courageous conversations about equity.
22. Develops and maintains effective communications and positive relations with students, staff, parents, members of the community, and school-related resources.
23. Develops productive relationships with the community stakeholders.
24. Develops and promotes the success of every student and teacher by acting within a framework of integrity, fairness, and ethics.
25. Thinks, concentrates, and interacts well with others.
26. Comes to work promptly every day.
27. Works extended hours daily and works flexible hours as necessary.
28. Is available to various student, teacher, and community groups for education-related and extra-curricular purposes beyond the regular work day.
29. Works well under stress and meets all deadlines.
30. Attends special school and district-related events.

OTHER DUTIES: Performs related work as required or assigned by the Principal.

TERMS OF EMPLOYMENT: Twelve (12) month position and salary commensurate with qualifications and experience applied to the current ACT 93 Agreement. If chosen for this position, the candidate must enroll in direct deposit.

FLSA STATUS: Exempt.

EFFECTIVE DATE OF POSITION: Immediate

APPLICATION PROCEDURE: Application deadline is Friday, June 9 at 4:30 pm. Applicants may submit their application through Indeed or via e-mail or US mail to:

Diane Workman, Superintendent
Freedom Area School District
1702 School St.
Freedom, PA 15042
dworkman@freedomarea.org