

## **Carlynton School District**

### **Position Announcement: Assistant Principal – Carlynton Jr./Sr. High School**

The Carlynton School District is seeking a dynamic and visionary educational leader to join our administrative team as the **Assistant Principal** of Carlynton Jr./Sr. High School. This full-time, 12-month Act 93 administrative position offers an exciting opportunity to support student success, faculty development, and school improvement in a 7–12 secondary setting.

**Position Title:** Assistant Principal

**Location:** Carlynton Jr./Sr. High School, Carnegie, PA

**Reports To:** Building Principal and Assistant Superintendent

**Salary Range:** \$80,000 – \$100,000 (commensurate with experience and prior administrative success)

**Application Deadline:** June 20, 2025

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### **Position Overview:**

The Assistant Principal supports the Principal in all aspects of school leadership and daily operations, including instructional oversight, faculty supervision, student discipline, scheduling, and coordination of extracurricular activities. The successful candidate will demonstrate a commitment to fostering a safe, inclusive, and academically rigorous environment that meets the needs of all students.

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### **Qualifications:**

- Valid Pennsylvania K-12 Principal Certification (required)
  - Master's degree in education or a related field (required)
  - Minimum of five (5) years of successful classroom teaching experience (required)
  - Minimum of one (1) year of administrative and supervisory experience (preferred)
  - Proven leadership in instruction, assessment, data analysis, and teacher evaluation
  - Demonstrated ability to interact effectively with students, families, staff, and the community
  - Technological proficiency and experience with digital tools to enhance instruction and communication
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### **Key Responsibilities:**

- Assist in the daily management and leadership of the Jr./Sr. High School

- Serve as Acting Principal in the absence of the Principal
  - Participate in teacher evaluations and instructional leadership
  - Provide oversight of student conduct, safety, and attendance
  - Support curriculum development, scheduling, and program improvement
  - Supervise extracurricular activities and student events
  - Collaborate with faculty, parents, and community partners
  - Ensure compliance with district, state, and federal policies and procedures
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### **Requirements:**

- Valid PA driver's license
  - Current clearances required under Act 24, Act 34, Act 151, FBI background check, Act 126 (Parts I and II), and Act 168
  - Must meet continuing clearance requirements as defined by Act 15 of 2015
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### **Why Carlynton?**

The Carlynton School District, located just outside of Pittsburgh, is committed to academic excellence, innovation, and equity. As a member of our leadership team, you will play a vital role in shaping the educational experiences of our students and supporting our dedicated staff.

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### **Application Instructions:**

Submit a cover letter, resume, and three letters of recommendation to the Human Resources Department via email at [hiring@carlynton.k12.pa.us](mailto:hiring@carlynton.k12.pa.us).

Carlynton School District  
435 Kings Highway  
Carnegie, PA 15106  
412-429-2500 ext. 1102

*Application Deadline: June 20, 2025*

*EOE*

Carlynton School District is an equal opportunity employer.

*Carlynton School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or employment practices.*