



# Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

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*Twin Valley School District*  
*"Every Student, Every Day"*

**PLEASE POST**  
**11/22/22**

## VACANCY NOTICE

POSITION..... **Assistant Principal (Middle School)**  
EFFECTIVE DATE ..... **Effective on or about January 2, 2023**  
EDUCATION ..... PA Level I or II Professional Certification; High School Exp. Pref.  
SALARY ..... According to salary schedule

### **Primary Function**

The essential functions of this job are to assist in leading and managing the high school program and staff in order to maximize the educational benefit to students. To perform these duties with a minimum of direction while maintaining a liaison with the school board, community and PDE.

### **Scope of Work**

The essential functions of this job include, but are not limited to, the following:

- Supervises the instructional and extracurricular programs in the building.
- Assists in development of effective student and teacher schedules.
- Assists in development of and maintenance of a building budget.
- Maintain a current inventory of supplies, books, etc.
- Interviews and nominates candidates for employment.
- Monitors student achievement.
- Maintains an acceptable level of student behavior.
- Develops effective public relations mechanisms for the building.
- Attends board and staff meetings as required.
- Serves on committees as assigned.
- Stays current in effective instructional strategies and research to provide positive support to instructional program.
- Assumes responsibility for materials, equipment, and facilities under jurisdiction.
- Supplies all information requested by the Central Office necessary for the completion of State and Federal reports.
- Evaluates teaching staff, and monitors delivery of the curriculum.
- Assists in the development and implementation of fair discipline policies.
- Confirms all detention assignments and maintains a daily log of detention.
- Maintains a suspension file including direct personal parental contact for each suspension.
- Develops a monthly report of all detention and suspension proceedings.
- Accepts and processes requests for activities of out-of-school organizations.
- Supervises assembly programs.

**Deadline for applying..... December 6, 2022 or until filled**

**Send letter of interest to..... Rita L. Haddock, Human Resources Director**

**Please apply on PA REAP at [www.pareap.net](http://www.pareap.net).**

**E.O.E.**