



**Spring Grove Area School District  
Spring Grove, Pennsylvania**

**High School Principal  
Administration (Act 93)**

**PURPOSE**

Serve as the educational leader within the school as well as manage and assume overall responsibility for the school building and staff. Maintain a safe and positive learning climate that provides opportunities for all students and teachers to be successful.

**QUALIFICATIONS**

**TRAINING AND EXPERIENCE**

Evidence of successful teaching experience with a minimum of five (5) years' experience, Master's Degree, and valid appropriate PA Administrative Certificate. Assistant principal or supervisory experience is required.

**GENERAL**

- Possess the ability to work cooperatively with others
- Maturity and the ability to deal effectively with the public, students and staff.
- Self-motivated with the ability to work independently within the limits of assigned responsibilities.
- Organizational skills are required to plan workload.
- Understands the importance of and can practice confidentiality.
- Ability to handle multiple tasks and function efficiently and effectively under pressure.
- Comfortable with following specific rules and regulations.
- Receipt of current, favorable clearances including: Pennsylvania State Criminal History (Act 34), Federal Criminal History (FBI – Fingerprinting - Act 114), Pennsylvania Child Abuse (Act 151), and Sexual Misconduct and Abuse Disclosures (Act 168).

**REPORTABILITY**

Reportable to the Assistant Superintendent

**EVALUATION**

Completed by the Assistant Superintendent.

**COMPENSATION**

As per current District Act 93 Agreement.

**PERFORMANCE RESPONSIBILITIES**

1. Provide a safe and orderly school environment for students and staff.
2. Oversee, supervise, and evaluate all personnel assigned to the school.
3. Oversee the planning and development of the high school programs and curriculum.
4. Support existing district policies and programs and develop new initiatives designed to promote opportunities and learning without limits for all students.

Approved by the Spring Grove Area School District Board of School Directors and revised on 6/14/1993 and 02/2007

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5. Assume responsibility for the assessment and reporting of student progress at the High School.
6. Collect, analyze, and report the data defining the school's successes, as well as areas in need of improvement.
7. Plan for, recruit, interview, and secure staff to implement all programs.
8. Support the planning and development of the co-curricular and extracurricular activities and attend various events.
9. Supervise the student activity fund at the High School.
10. Oversee professional development.
11. Arrange and facilitate faculty meetings, staff meetings, and plan any other special events necessary for the operation of the High School.
12. Administer the policies of the School Board and the directives of the Superintendent as they apply to the operation of the high school.
13. Oversee of all booster organizations and parent organizations.
14. Prepare a budget and manage the business operations of the high school.
15. Establish and operate a system of community relations and communications to maintain support for the school's programs and services. Attend activities, as appropriate.
16. Meet with internal and external customers of to understand the concerns and needs or to plan for the enhancement of programs, policies, and/or procedures.
17. Remain current on the latest developments and trends in curriculum and instruction.
18. Manage the planning and the creation of the master schedule.
19. Monitor the athletic programs for PIAA and YCIAA sports and activities.
20. Perform other administrative tasks such as conducting staff meetings, completing various district and state reports, recordkeeping, etc.
21. Assume responsibility for the physical facilities of the High School to ensure facilities are utilized to the utmost capacity.
22. Plan for and organize events for the recognition of student achievement at the High School, including graduation.
23. Attend and/or participate in various district committees and meetings, as requested.
24. Oversee inventory, supplies, and the management of resources.
25. Perform other duties as assigned by the Assistant Superintendent / Superintendent.

## **POSITION SPECIFICATIONS**

**Physical Demands** Occasional driving to school district offices, classrooms, regional offices, community locations and PDE  
 Frequent walking throughout buildings, including climbing up and down stairs  
 Often sitting at desk for extended periods  
 Standing for extended periods of time  
 Moderate lifting from 15 to 30 pounds  
 Some carrying – up to 30 pounds  
 Manual dexterity to use office equipment  
 Repetitive movement of fingers and hands for keyboarding

**Sensory Abilities** Visual acuity to read correspondences, computer screen  
 Auditory acuity to be able to use telephones, participate in various meetings.  
 Ability to speak clearly and distinctly

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<b>Work Environment</b>	Generally, office or classroom setting year round
<b>Temperament</b>	Ability to work as member of a team Must be courteous and able to effectively communicate with students, staff, parents, vendors, and community Must be cooperative congenial and service-oriented, and promote these qualities in the department Ability to work in an environment with frequent interruptions
<b>Cognitive Ability</b>	Ability to follow written and verbal directions Ability to complete assigned tasks with minimal supervision Ability to read, write and do complex computations Ability to use correct grammar, sentence structure and spelling Ability to compose clear, concise sentences and paragraphs Ability to organize office or work environment to efficiently accomplish tasks Ability to work independently, exercise appropriate initiative, and make work-related decisions Ability to exercise good judgment in prioritizing tasks and work efficiently on those tasks Ability to communicate effectively at all organizational levels

**Note:** All abilities above must be at a professional level, as expected from the required educational level of the job and the previous experience required.

<b>Specific Skills</b>	Ability to operate office equipment Ability to use computer technology efficiently and learn new technology implemented by the District Must recognize and appropriately handle confidential information Ability to manage a complex department with varied changing, service demand Ability to use audio visual equipment for group meetings, presentations as needed Ability to perform tasks as assigned
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<b>License</b>	Valid Driver's License
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<b>Comments</b>	Position holder must have a friendly, helpful, caring personality Position holder has relatively unrestricted access to information for the Spring Grove School District and knowledge of management/operational and labor relations activities and must always exercise confidentiality
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*The position specification described here are the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The information contained in this job description is for compliance with the Americans with Disabilities Act. (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.*

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