



GREENSBURG SALEM SCHOOL DISTRICT

1 ACADEMY HILL - GREENSBURG, PENNSYLVANIA 15601-1567

DR. KENNETH BISSELL
Superintendent

KEVIN M. BRINGE
Director of Human Resources and Online Learning
Title IX Coordinator
724-832-2904

TO: All Staff Members

FROM: Kevin M. Bringe
Director of Human Resources

DATE: September 19, 2023

SUBJECT: **ADMINISTRATIVE VACANCY**

The following administrative position exists in the District. Questions relative to this vacancy should be directed via email to kevin.bringe@gslions.net. Electronically submitted letters of interest are acceptable. Please observe the indicated deadline for submission of letters of interest.

Individuals interested in the following position should submit a letter of application to the Human Resources Office no later than 4:00 p.m. on **Tuesday, October 3, 2023**.

INDIVIDUALS WHO ARE NOT DISTRICT EMPLOYEES SHOULD SUBMIT AN ENTIRE APPLICATION PACKET, including: letter of interest, resume; PA Principal Certificate; PA Standard Teaching Application; PRAXIS scores; official college transcripts; three [3] external letters of recommendation from non-Greensburg Salem employees; Act 34, 151 and 114 clearance forms; and Act 126 mandatory child abuse training. Clearances need to be within five [5] years, and no more than one [1] year old if employment is offered. Other documents, including a health physical form and TB test results, will be required if offered employment.

HIGH SCHOOL ASSISTANT PRINCIPAL - Full-time, twelve-month position for a school administrator at Greensburg Salem High School District. Salary and benefits set by the Board for Act 93 employees.

Requirements:

- Strong focus on student engagement and success
- Strong interpersonal skills (i.e., team-oriented)
- Ability to communicate effectively
- Ability to think strategically to follow through with initiatives
- Ability to analyze data to make informed decisions
- Ability to lead curriculum development and promote instructional best practices
- Ability to supervise personnel and promote professional development
- Ability to budget time and resources effectively and efficiently