



Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

Telephone 610-286-8600 · FAX 610-286-8608

Twin Valley School District
"Every Student, Every Day"

VACANCY NOTICE

Please Post
9/26/23

Position..... Middle School Principal
Effective..... On or about November 27, 2023
Education..... PA Level I or II Professional Certification
Salary.....Commensurate with experience

Primary Function

The essential functions of this job are to lead and manage the middle 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

- Supervises the instructional and extracurricular programs in the building
- Develops effective student and teacher schedules
- Develops and maintains 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
- Observes teachers in a formal and informal basis
- Attends athletic and activities programs as needed

Job Qualifications

- Appropriate certification and experience.
- Ability to speak and hear on telephone.
- Able to lift weights up to 20 pounds regularly, on occasion up to 50 pounds.
- Able to enter all building areas for the purpose of observation, supervision, and evaluation of students.
- Able to communicate verbally and in writing.
- Able to move between and within buildings.

Deadline for applying October 6, 2023
Send letter of interest toRita L. Haddock, Personnel Office