



## Elementary Principal

The Palmerton Area School District is accepting applications for the position of Elementary Principal for Parkside Education Center/SS Palmer Elementary School. The district seeks a highly qualified candidate with a strong commitment to public school administration. Applicants must possess and demonstrate proficient leadership experiences in the areas of instruction, curricula, assessment, data-analysis, teacher supervision/evaluation, special education practices, and technology usage and application. Candidates must have strong communication and interpersonal skills.

Applicants must possess either a current Pennsylvania K-12 Principal certification or Elementary Principal certification, a Master's Degree, and a minimum of five (5) years of previous teaching experience.

Prior teaching and/or administrative experience at the elementary level is preferred.

Applicants must submit a signed cover letter, resume, PA Standard Application, copy of valid PA certification, transcripts, current clearances, and 3 letters of recommendation.

Documents must be mailed or emailed to the following:

Ms. Jamie Schuler  
Assistant to the Superintendent  
Palmerton Area School District  
680 Fourth St.  
Palmerton, PA 18071

[jschuler@palmerton.org](mailto:jschuler@palmerton.org)

**Applications will be accepted until Tuesday, June 29, 2021.**

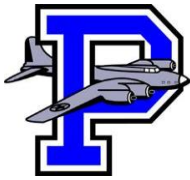
\*Final interviews will be held on Monday, July 12, 2021. All selected candidates must be available for an in-person interview on this date.

Questions should be directed to Ms. Schuler at the email address above.

A copy of the job description is available on the district's HR webpage.

### EQUAL RIGHTS AND OPPORTUNITIES POLICY

As an equal rights and opportunities agency, the Palmerton Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.



## PALMERTON AREA SCHOOL DISTRICT

680 Fourth Street  
Palmerton, PA 18071  
(610) 826-7101  
[www.palmerton.org](http://www.palmerton.org)

---

### PALMERTON AREA SCHOOL DISTRICT

## JOB DESCRIPTION

---

**Position Title:** Principal  
**Assignment:** District Building  
**Labor Relationship:** Act 93 Agreement  
**Date Originated:**  
**Date Revised:** October 2018  
**Reports To:** Superintendent

---

### **Position Summary:**

To facilitate a positive school climate by exercising sound instructional leadership, supervisory, and administrative skills in the management of the education development and well-being of each student

### **Qualifications:**

#### Education/Experience:

- Master's degree in educational administration, curriculum development or elementary/secondary education
- Valid Pennsylvania Principal Certificate as required by the Pennsylvania Department of Education
- Minimum of five (5) years of successful teaching experience
- Demonstrably strong background and understanding of the elementary/secondary instructional program, as well as developmentally appropriate practices
- Experience in supervision and evaluation of education professionals

#### Skills/Knowledge/Abilities:

- Knowledge of K-12 management principles involved in strategic planning, staff modeling, leadership technique, and coordination of people and resource.
  - Knowledge of the instruction, training and development of assessments, standardized tests, and differentiated/individualized instruction
  - Knowledge of state and federal law that impacts special education operations in a school system
  - Knowledge of federal and state grant writing
  - Possess excellent verbal and written communication skills
  - Possess problem solving, planning, and interpersonal skills
  - Ability to work in an environment with frequent interruptions
  - Ability to make judgments and work under high level of stress
  - Ability to communicate effectively with Board of Directors, staff, parents/guardians, and general public
  - Ability to handle multiple tasks at one time
  - Ability to exercise good judgment and confidentiality
  - Ability to speak in a public forum and to present data in a clear and concise manner
  - Ability to supervise staff
  - Complete application packet and supply current clearances as required by Pennsylvania law
-

**JOB DESCRIPTION**

---

- Retain a valid driver's license

Physical:

- Ability to effectively operate office equipment including, but not limited to, telephone system, computer/laptop, fax machine, copier, and calculator
- Ability to communicate via telephone system and email system
- Ability to sit continuously for a period of time, approximately two and one-half (2 ½) hours
- Ability to stand for long periods of time
- Mobile for travelling distances inside and outside of district facilities
- Ability to raise and lower objects from one level to another, carry materials in arms or by appropriate means, and use hands and arms to reach and handle objects
- Possess clarity of vision with or without corrective lenses
- Express ideas in spoken form and perceive speech or the nature of sounds in the air with or without hearing aid

**Functions/Duties/Responsibilities:** To perform this job successfully, an individual must be able to perform each essential function/duty/responsibility at acceptable standards as set by the employer. In accordance with both state and/or federal law, reasonable accommodations will be considered upon employee request.

Primary:

- Supervise the school's education program for students
- Supervise, assign, and evaluate all professional personnel and support personnel in the assigned school
- Supervise other resource and service personnel while functioning in district-operated programs in the assigned school
- Assume responsibility for the implementation and observance of all Board policies by the staff and students
- Assist in the development, revision, and evaluation of the curriculum
- Prepare and manage those aspects of the school budget as directed by the Superintendent
- Participate in the recruiting, screening, hiring, and training of the school's professional support staff when requested
- Participate in the staff development process through orientation and training of teachers including the formal induction program for new teachers, with special responsibility for staff administrative procedures and instructions
- Delegate responsibility for the school to responsible personnel in the absence of the Principal
- Provide for the efficient conduct of the school's instructional program through appropriate scheduling and planning within the constraints of available resources
- Issue and approve purchase orders for properly requisitioned books, supplies, equipment, etc.
- Assume responsibility for proper handling of student funds and keeps required records and submit timely and accurate reports of same to the Business Manager
- Maintain high standards of student conduct and enforces discipline as necessary, according to due process rights of students

**JOB DESCRIPTION**

---

- Keep the Superintendent and other central administrative staff informed of events/activities of an unusual nature as well as relevant routine matters
- Supervise and evaluate the school's extra-curricular program
- Prepare all necessary school building reports
- Assume responsibility for the enforcement of the attendance laws of the Commonwealth of Pennsylvania and the proper registration of all resident students
- Supervise the maintenance of accurate records on the progress and attendance of students
- Act as liaison between the school and the community, interpreting activities and policies of the school and encouraging community participation in school life, especially through the school's parent-teacher organizations, news releases, newsletters and the district's website
- Utilize the Alert Now system when applicable
- Arrange for special conferences between parents and teachers as necessary
- Recommend the removal of a teacher whose work is unsatisfactory, according to established procedures and the Pennsylvania School Code
- Conduct fire drills and safety drills according to Pennsylvania School Code
- Establish and maintain comprehensive and current recordkeeping system of activities and operational procedures in the assigned school
- Develop budget recommendations and provide expenditure control on approved budgets
- Recommend to Superintendent resolutions for the agenda of the Board of Education as appropriate; performs necessary follow-up and attends meetings of the Board of Directors as directed by the Superintendent

Secondary:

- Other duties as assigned by the Superintendent

Terms of Employment:

- 12-month employee
- Act 93 Agreement
- Work year shall be from July 1 through June 30

*Nothing in this job description shall restrict or limit the employer's right to assign or reassign duties and responsibilities to this job at any time. This description reflects the assignment of essential functions, but it does not prescribe or restrict the task that may be assigned. This job description may be subject to change at any time.*