

Principal Job Description

The School District of Philadelphia is committed to transforming the education opportunities it offers the city's 200,000 school-aged children. The district seeks school leaders who have a passion for working with children and leading innovation to ensure all students achieve. With a diverse complement of over 200 schools, the district offers a wide range of school leadership opportunities. Successful District principals are highly motivated, persistent and creative educators who are able to align a school's resources, systems and people around a rigorous instructional program. A principalship in the district provides the chance to be an integral part of an urban education renewal effort from its inception.

Job Summary

Principals for the School District of Philadelphia serve as the instructional and operational leader of a District school. Principals provide a clear vision for learning for all students; ensure a safe, secure and orderly learning environment; and cultivate strong relationships with and acts in service to diverse stakeholders, including families and communities. Principals are expected to promote high-quality instructional practices, passionately enjoy working with children, and believe that all students can achieve. Principals are responsible for selecting and assigning staff, supporting differentiated professional growth and building the leadership capacity of staff. Principals in the District must collect, analyze and use multiple sources of data to guide continuous improvement in student achievement, manage school operations, and effectively evaluate and develop staff.

Areas of Opportunity

- Large high schools (>1000 students)
- Acceleration schools (intense focus on immediately reversing student growth/achievement trends)
- New school models
- High-performing, special admission schools
- Small neighborhood elementary schools
- Schools serving bilingual families and students

All newly appointed principals are required to attend the New Principals' Academy Summer Institute. The Institute will take place for 2 weeks in July. More definitive dates and information upon hiring.

Essential Functions

- Develop, articulate, steward, and operationalize a clear vision for learning for all students and implement a strategic plan to accomplish that vision
- Ensure that all school stakeholders are able to articulate a clear and shared vision for learning
- Ensure a safe, secure and orderly environment for all
- Promote high-quality instructional practices that consistently allow for excellent instruction school-wide
- Be visible and consistent presence throughout the school
- Provide teachers with timely and constructive feedback on classroom instruction to develop teacher practice
- Clearly communicate learning and development goals that reflect high expectations for learning and growth, a belief that all students can learn, and a commitment to meet each student's educational needs
- Develop a culture of collegial and professional relationships among staff and students that promote critical reflection, shared accountability, and continuous improvement
- Manage conflict constructively at all levels
- Develop systems and a school culture that promotes peer feedback, support, and collaboration
- Carefully select and effectively assign staff
- Support the professional growth of staff members in a differentiated manner based on identified needs and individual goals

- Deliberately build leadership capacity among staff
- Collect, analyze, and use multiple sources of data to guide continuous improvement in student achievement, student and staff well-being, and professional development for staff
- Develop positive and collaborative relationships with families
- Self-motivated to initiate and sustain relationships with community business, cultural and not for profit partners
- Manage the school budget, requisitions, and all school funds
- Oversee the upkeep of school facilities and physical plant

Essential Competencies

- Ability to motivate staff, students and families around the vision of the school
- Clear and effective communication skills for diverse audiences including students, staff and families
- Well-organized, ability to balance competing priorities and multi-task
- Passion for developing staff's instructional and leadership capacities
- Leadership style that encourages teamwork and collaboration to support excellent instruction
- Willingness to foster creativity and innovation
- Persistence in the face of obstacles, productive problem-solving to counter setbacks, initiative to seize opportunities to make change
- Belief in student empowerment and willingness to allow students to play an active role in supporting the school's vision and climate
- Commitment to the service of students and families
- Ability to reflect on how to improve, self-awareness of strengths and weaknesses, willingness to take responsibility for actions and mistakes
- Empathy for the perspectives of students, staff and stakeholders
- Clear understanding of policies and law affecting special populations, LEP students and students receiving special education services
- Ability to model an exemplary work ethic

Minimum Requirements

- Master's degree from an accredited educational institution
- Five years of full-time, paid, professional educational experience, two of which have been as a Principal or Assistant Principal, educational administrator or other leadership position at the elementary, middle or secondary school level

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Certificates/Licenses

Elementary School - Possession of a valid Commonwealth of Pennsylvania Administrative Certificate for Elementary School Principal.

Middle School - Possession of a valid Commonwealth of Pennsylvania Administrative Certificate for Elementary or Secondary Principal.

High School - Possession of a valid Commonwealth of Pennsylvania Administrative Certificate for Secondary School Principal.