

Mt. Lebanon School District	
Job Description	
Position	Unit Principal – High School
Classification	Exempt
Salary & Benefits	Salary is competitive and will be based on qualifications and experience Benefits are in accordance with the current Act 93 Agreement
Work Hours/Year	Full-time, twelve (12) month, Monday-Friday, some nights and weekends May occasionally perform work beyond a standard 40-hour week when workload requires
Reports To	High School Principal
Summary	
<p>As a member of the high school administrative team, and working under the direction of the high school principal, the unit principal provides school-wide leadership that establishes and maintains a safe school environment that is conducive to teaching and learning, and that promotes the educational well-being of students and the professional performance and development of staff. The unit principal manages educational operations, including the enforcement of school rules and regulations, student attendance and discipline, supervises professional faculty, support staff, and students, serves a special education representative, and maintains active relationships and communications with the members of the school community.</p>	
Essential Functions	
<ul style="list-style-type: none"> ▪ Enforce state laws and district guidelines, procedures and policies regarding student residency, enrollment and attendance, including: <ul style="list-style-type: none"> ○ monitoring and reporting students’ school attendance; ○ intervening with students’ attendance problems; and ○ engaging in communication and planning with students, parents, and teachers to improve attendance of individual students and entire student body. ▪ Enforce state laws and district guidelines, procedures and policies regarding student conduct as described in the <i>MLHS Student & Parent Handbook</i>, <i>MLHS Principal’s Bulletins</i>, <i>MTLSD Policy Manual</i>, and school district safety plans, including: <ul style="list-style-type: none"> ○ monitoring and reporting students’ discipline violations; ○ intervening with students’ behavior problems; ○ engaging in communication and planning with students, parents, teachers and agency personnel to improve the school behavior of individual students and the entire student body; and ○ maintaining adequate supervision of cafeterias and assisting cafeteria supervisors with serious violations of school rules. ▪ Maintain a working knowledge of all school programs and assist in their implementation among students, parents and staff. ▪ Participate actively in district and school improvement initiatives. ▪ Participate in the recruitment and selection of school staff and volunteers. ▪ Provide direct supervision of student information systems, including attendance, the master schedule, report cards, interim progress reports, and other elements of the student data base. ▪ Provide direct supervision of school safety and security personnel, and assist the principal in school-wide safety and security measures. ▪ Provide direct supervision of student activity programs (social activities, student council, etc.) and athletic competitions, when assigned. ▪ Participate as a member of the high school student assistance team. ▪ Provide coordination of the community service and work experience programs. 	

- Serve as the liaison to Parkway West Career and Technology Center, Alternative Education programs, and other external sites attended by MLHS student.
- Interact with community personnel (e.g., police department, fire department, juvenile justice system, mental health systems, private counselors) when appropriate to the operation of the school or the benefit of students.
- Conduct supervision of staff, including:
 - conducting formal and informal classroom observations and pre-post conferences;
 - cooperating with directors, department chairs, and the principal in the intensive supervision of new and low-performing staff; and
 - providing additional written and verbal feedback to professional and support staff regarding their performance.
- Coordinate special education procedural safeguards, including:
 - serving as LEA representative in staffing, IEP conferences and hearings;
 - engaging in communication with staff to facilitate and ensure the implementation of students' IEPs and service agreements; and
 - assuming responsibility for completion of specific procedural safeguards as assigned by the principal and/or as advised by the Director of Special Education.
- Serve as a corresponding principal to an assigned department(s) as directed by the Assistant Superintendent for Secondary Education. Work with the department chair(s) to develop an annual budget and supervise all expenditures.
- Actively participate in in-service training sessions and pursue professional development to maintain appropriate licenses and certifications, and in compliance with Act 48 requirements.
- Respond to emergency situations (student behavior problems, health emergencies, security threats, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Demonstrate professionalism and maintain good moral character in aspects that occur in and beyond the classroom/building.
- Perform other duties as assigned by the high school principal or his/her designee.

Individual Areas of Responsibility (subject to change at the direction of the high school principal)

Unit 1 Principal

- Direct supervision for 1/3 of student population (educational issues, attendance, discipline, special education, service agreements, student assistance program, homebound education)
- Student activities
- 9th grade transition
- Parkway West Career and Technology Center
- Alternative education programs (Project Succeed, AIU programs, on-line programs, etc.)
- Lockers
- After school and Saturday detention programs
- Work study
- Student & Parent Handbook

Unit 2 Principal

- Direct supervision for 1/3 of student population (educational issues, attendance, discipline, special education, service agreements, student assistance program, homebound education)
- School and class attendance policies and programs
- Standardized testing schedules, procedures, and remediation
- Mt. Lebanon Police Department, District Magistrate, and other agencies regarding truancy programs
- School safety and security, and Campus Managers
- State and district reports regarding school safety
- Principal's Bulletins

Unit 3 Principal

- Direct supervision for 1/3 of student population (educational issues, attendance, discipline, special education, service agreements, student assistance program, homebound education)
- Master schedule
- Grade reporting
- State and district reports for graduation and drop-outs
- AP program audit
- Highly qualified teacher reporting
- Induction for new faculty
- Foreign student admissions (F-1/SEVIS/I-20's)
- Middle States accreditation process

Qualifications

- Minimum of a Bachelors degree from an accredited college or university in education and/or subject area
- Appropriate active administrative certification issued from the Pennsylvania Department of Education according to the *Certification Staffing Policy Guideline*, OR equivalent authorization in the form of a college/university placeholder letter stating completion of a PDE approved principal PK-12 preparation program and evidence of passing scores on the *School Leaders Licensure Assessment* Praxis exam, while certification is pending through PDE, OR evidence of eligibility for a provisional principal certification
- State mandated renewable background clearances and trainings for employment in PA public schools
- Prior principal experience preferred
- Three (3) years of teaching experience required

Competencies

- Must possess superior leadership qualities, including the abilities to lead and manage people, think strategically, and conduct oneself with integrity.
- Must possess excellent interpersonal skills including active listening skills and the ability to communicate clearly and professionally with students, parents and other District employees.
- Must be able to work in an environment with frequent interruptions.
- Must be able to think critically, exercise good judgment, and work under high level of stress as it pertains to the job.
- Must be able to organize tasks and handle multiple tasks within close time proximity.
- Must possess computer skills, including a working knowledge of standard office and classroom equipment and instructional media, software applications and other technologies (e.g. digital and e-tools).
- Must be able to learn and apply new skills, especially technological skills.
- Must be able to think creatively, analyze, and solve problems.
- Must appropriately handle confidential information.

Preferred Qualities, Attributes, & Proficiencies

- A commitment to accelerating student achievement.
- The ability to create or contribute to a positive school and district culture.
- The willingness to foster and promote innovation.
- A high degree of cultural responsiveness including an understanding of how to leverage students' unique skills, interests, and learning styles to create an experience that unequivocally includes and empowers each and every student.
- Demonstrated enthusiasm and energy in making a difference in the lives of students.
- Proven ability to empathize with students and prepare them to achieve academic excellence and strength of character so they have the opportunity to succeed in all aspects of life.

Work Environment

Academic and non-academic settings within a typical high school building (library, cafeteria, auditorium, gymnasium, athletic facilities, etc.).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional physical demands and duties may be assigned.

While performing the duties of this job, the employee is regularly required to stand, walk, move throughout the building, sit, stoop, kneel or crouch, reach above and below the waist, grasp objects, and operate a computer or other mobile device. The employee may be required to lift, carry, push, and/or pull objects. The employee may need to provide safe, physical management or restraint of students when necessary. The employee must possess sensory abilities including speech, visual and auditory acuity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Disclaimer

Duties, responsibilities, and activities described may change, or new ones may be assigned, at any time, with or without notice.

The Mt. Lebanon School District is an Equal Opportunity Employer

The district provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.