



## ***REYNOLDS SCHOOL DISTRICT***

531 REYNOLDS ROAD, GREENVILLE PA 16125, MERCER COUNTY

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## **Anticipated or Current Vacancy 2025 -2026 School Year**

**Position:** Elementary School Principal for Reynolds School District

**Certification:** School Administration – Principal PK-12 (required)

### **Application Requirements:**

Applicants must possess a valid and appropriate certificate for the vacant position at the time of application and all necessary clearances. The candidate must have at least five years of teaching experience. Prior administrative experience is strongly preferred. Additional qualifications and experience will be considered and may be necessary to be desirable for the position, along with a demonstrated competency in writing, communication skills, implementation of programs and initiatives to promote student progress.

### **Expectations:**

Applications, resumes, letters of reference, and written samples will be reviewed for required knowledge, skills, and abilities. As candidates progress through the selection process, they may be asked to develop a video application, perform additional written exercises, participate in panel interviews, and/or conduct a related performance review.

### **Essential Knowledge, Skills, and Abilities:**

- Supervise professional and non-professional staff in the school, providing timely constructive and periodic observations and evaluations
- Collaborate in the hiring of all faculty and staff for the school system
- Participate in planning and implementation of professional development for faculty and staff, including providing instruction as needed
- Possess knowledge of and leadership of school-based teams (ie MTSS, School Climate and Cabinet teams)

- Oversee that all particular education documents are completed in a timely and effective method
- Facilitate opportunities to connect with students by being present and available throughout the school day, by appearing at school functions, and by meeting with students
- Enforce disciplinary policies and procedures with students
- Participate in parent meetings and conferences and act as an intermediary between parents, teachers, and students to deal with a variety of needs and issues
- Preside over staff meetings
- Ensure the completion of routine and required paperwork, including attendance reports, test results, and licensing information for students, educators, and staff
- Oversee and implement the school budget
- Represent the school in community activities and meetings
- Interact with various stakeholders to foster a positive relationship between the school and community, including the PTA, community organizations, and leaders and agencies that work within the school
- Collaborate with other principals and educators throughout the district to choose and develop a curriculum
- Performs other related duties assigned
- Excellent written and verbal communication skills
- Excellent interpersonal skills with the proven ability to professionally and effectively communicate with educators, parents, and community leaders
- Excellent organizational skills and attention to detail
- Thorough understanding of instructional pedagogy
- Ability to identify and solve problems
- Creative thinking skills
- Skilled in technology and communication

### **Anticipated Duration:**

This position is included in the District **Act 93** Agreement. A transition timeline, including an official start date no later than August 2025, will be developed with the board-approved candidate.

This position will remain posted until filled. Candidates must submit a completed application, clearances and other required pre-employment documentation, prior to recommendation for board approval.

***The Reynolds School District is an equal opportunity educational institution.***