



TYRONE

AREA SCHOOL DISTRICT

Soaring Forward to Explore, Challenge and Succeed

Human Resources

701 Clay Avenue, Tyrone, PA 16686

Phone: 814-684-0710 Ext. 4142

Fax: 814-684-8408

Email: humanresources@tyrone.k12.pa.us

VACANCY ANNOUNCEMENT

Internal/External

High School Principal

Position: Permanent 12-month Act 93 position; Available on or before July 1, 2025

Location: Tyrone Area High School

Enrollment: Approximately 550 Students Grades 9-12

Requirements: Must hold a valid PA Principal K-12 certificate with a minimum of 7 years of successful instructional experience, or equivalent successful administrative experience. Knowledge of curriculum, assessment, PA Core Standards; working knowledge and application of school leadership, supervision, school improvement, data-driven instruction, Positive Behavior and Intervention Support (PBIS), Career and Technical Education, transition from school to post graduation; diverse technology background; student centered; self-motivated; strong interpersonal skills and budgetary preparation.

Description: As the instructional leader of the school, the principal will provide effective leadership for the continuous evaluation, development, and improvement of the secondary educational program, consistent with the district's philosophy, mission, and vision. The principal should be familiar with the community culture and, ultimately, be able to effectively work with staff, students, parents, and community members. Salary regionally competitive.

Application Procedure: Send application, letter of interest; resume; certification, official transcripts; Act 24/82 Provision of Hire, Act 34, Act 114, Act 126 and Act 151 clearances; and a minimum of three **current** letters of recommendation to: Human Resources, Tyrone Area School District, 701 Clay Avenue, Tyrone, PA 16686 or email to humanresources@tyrone.k12.pa.us

Please find application at www.tyrone.k12.pa.us >Departments >Human Resources
>Employment Opportunities >Administrative Openings

Deadline: May 1, 2025

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Phone: 814-684-0710
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Tyrone Area Elementary School
601 Clay Avenue•Tyrone, PA 16686
Phone: 814-684-1342
Fax: 814-684-2149



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Tyrone Area Middle School
1001 Clay Avenue•Tyrone, PA 16686
Phone: 814-684-4240
Fax: 814-682-1013

Tyrone Area High School
1001 Clay Avenue•Tyrone, PA 16686
Phone: 814-684-4240
Fax: 814-684-4245

JOB DESCRIPTION

JOB TITLE:	High School Principal		
DEPARTMENT/ASSIGNMENT:	High School	CONTRACT DAYS:	260
REPORTS TO:	Superintendent	FLSA STATUS:	Exempt
DIRECTLY SUPERVISES:	All Building Staff – Dean of Students; Athletic Director; Instructional and Non-Instructional personnel		

OVERALL PURPOSE

This position is responsible for serving as an educational leader at the High School, organizing and supervising the operation of the school, and providing an educationally safe and nurturing learning/work environment for students and staff within the framework of available resources.

This position is required to conduct business in a professional and cordial manner that will uphold the integrity and reputation of the Tyrone Area School District (TASD). This position maintains a thorough working knowledge of and adheres to the policies, regulations, and procedures of TASD.

ESSENTIAL FUNCTIONS (other duties may be assigned)

1. Supervise instructional staff to improve instructional techniques; conduct formal teacher observations, post conferences, complete forms and ratings; conduct informal teacher observations all in accordance with District and PA guidelines. Ensure all teachers are addressing state standards and have lesson plans developed in accordance with District requirements. Exercise instructional leadership in developing an educational program that meets the needs of all students. Monitor planned courses/curriculum for consistent implementation and effective delivery.
2. Work with other administrators to plan professional development.
3. Oversee student attendance, grades/progress toward graduation, and conduct and discipline accordingly, as well as maintain and update student/parent handbooks in compliance with regulations and implement programs to improve attendance and conduct.
4. Schedule and monitor state and local assessments in accordance with regulations and established procedures. Collect, assess, and analyze data to develop action plans to enhance instructional techniques/practices and student achievement, addressing elements of professional development and material/resource needs.
5. Foster positive communication with parents, community/county agencies, Parent/Teacher Organizations, and business partners. Meet and effectively communicate with students, parents, teachers, administration, local and county agencies, etc. as well as representing the school district to outside groups. Respond to inquiries from parents and citizens in a timely manner.
6. Work with the special education department, including teachers, staff, and parents to ensure appropriate education is occurring in accordance with IEP's. Serve as LEA for special education services when needed.

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7. Provide a safe school environment that includes procedures and policies that support school-wide discipline protecting the welfare of all students and staff. Encourage and foster an acceptable student attitude of respect, integrity, and pride.
8. Maintain a clean, orderly physical environment that adheres to safety procedures and drills in accordance with local and state mandates.
9. Complete various reports, grants, documents, surveys, evaluations, schedules, etc. regarding the instructional program, and related school activities to ensure federal and states mandates are met in a timely and accurate fashion.
10. Plan, prepare, and regularly monitor the building's operating budget.
11. Monitor performance and oversee time and attendance for instructional and non-instructional staff in the building in collaboration with other appropriate personnel and complete annual evaluations. Create and monitor improvement plans, as necessary.
12. Assist central office administration in the hiring process for instructional and non-instructional positions and make recommendations for position postings and transfers.
13. Develop and execute a master class schedule for all staff and students that maximizes instruction and student learning.
14. Attend evening and weekend activities and meetings in addition to regular work hours, as necessary, including school board meetings, parent meetings, and other schoolwide events.
15. Maintain a positive public relations program and always project a desirable school/district image.
16. Oversee substitute teachers and student teachers assigned to the building.
17. Other duties assigned by the Superintendent of Schools.

OTHER DUTIES AND RESPONSIBILITIES

- Oversee and coordinate all senior and graduation activities.
- Oversee preparation for Commencement ceremonies.
- Oversee scholarship process.
- Oversee student extra-curricular activities, as applicable.
- Oversee summer school and any other summer programs in the building.
- Work collaboratively with the Athletic Director in all matters regarding athletics.
- Oversee the Career and Technical Education program, including the administration of the Perkins Grant and Chapter 339 requirements.

QUALIFICATIONS

Education/Experience/Training

- Master's Degree
- At least 7 years' experience as a classroom teacher or certified education specialist

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Licenses Or Certifications

- PA Principal PK-12 Certification

KNOWLEDGE/SKILLS/ABILITIES

Problem-Solving Skills

- Offer highest level of innovation and problem-solving skills to influence overall efficiency, avoidance of lawsuits, improvements in productivity, outcomes, etc.

Verbal Communication Skills

- Use verbal skills to transfer information to large groups and/or influence others.

Written Communication Skills

- Use verbal skills to transfer information to large groups and/or influence others.

Math Skills

- Addition, subtraction, multiplication, division, percentages, ratios.

Computer Skills

- Internet/e-mail
- Presentation software
- MS Office Suite
- Google Applications

TOOLS AND EQUIPMENT

General office equipment

COGNITIVE DEMANDS (typically required)

- Respond to unpredictability and frequent interruptions
- High pressure for results
- Independent judgment and discretion
- Organize and prioritize
- Manage multiple projects and tasks
- Read, comprehend and follow instructions and work orders

PHYSICAL DEMANDS (typically required)

Constantly Incurred

- Ability to communicate orally
- Ability to hear conversation

Frequently Incurred

- Ability to stand
- Ability to walk
- Ability to sit

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- Ability to lift up to 10 lbs.
- Ability to use both legs

Occasionally Incurred

- Ability to lift up to 25 lbs.
- Ability to use both hands
- Ability to climb stairs

WORKING DEMANDS (typically required)

This position typically requires work in a normal office environment.

Frequently Incurred

- Work weekly 40 hours, with additional after-school time regularly required

Occasionally Incurred

- Work outside
- Travel and/or overnight stays

PERSONAL PROTECTIVE EQUIPMENT

This position does not typically require the use of personal protective equipment.

January 2025