

# NORTHERN TIOGA SCHOOL DISTRICT

ADMINISTRATIVE OFFICES  
110 ELLISON ROAD  
ELKLAND, PA 16920-1398  
FAX (814) 258-7083 – Superintendent's Office  
FAX (814) 258-7876 – Business Office  
[www.ntiogasd.org](http://www.ntiogasd.org)

KATHY S. VANSCHAICK  
Business Manager  
(814) 258-5644

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Superintendent  
(814) 258-5642

BRITTANY MONDOCK  
Board Secretary  
(814) 258-5642

DAN FIE  
Coordinator of Student Services  
(814) 258-5649

BECKY KOEHLER  
Principal of Academic Affairs  
(814) 258-5646

## J O B   P O S T I N G

TO: PSBA  
FROM: Kristopher Kaufman, Superintendent  
RE: Vacancy  
DATE: June 30, 2025

Northern Tioga School District is accepting applications for the following position:

### **K-6 Principal**

*Westfield Area Elementary School*

Westfield Area Elementary School is a K-6 school with approximately 330 students. It serves families living in the communities of Westfield, Knoxville, Sabinsville and surrounding areas. Northern Tioga School District seeks a leader who:

- Understands and implements the Public School Code of Pennsylvania and policies of the District.
- Keeps the superintendent informed of school activities and problems.
- Establishes and maintains an effective learning climate within the school.
- Initiates, designs and implements programs to meet special needs of the school.
- Coordinates, develops and implements safety procedures and policies, reviewing annually.
- Models and promotes high standards of professional conduct.
- Effects an attitude of loyalty and cooperation toward all members of the Administrative Management Team and all members of the Board of Education.
- Makes recommendations to improve the quality of school operations, programs and instruction.
- Prepares and submits budgetary requests for the school and monitors expenditures of funds with the assistance of the business manager.
- Supervises the collection and maintenance of all required building and student records and reports.
- Cultivates and maintains active, positive relationships with other administrators, staff groups, students, parents, and community members.
- Serves as an educational resource for staff, students, and parents.
- Budgets school time to maximize instructional effectiveness.
- Provides leadership in the development, determination of appropriateness, and monitoring of the instructional program.
- Schedules classes within established guidelines to meet students' educational needs, supervises the master schedule and makes staff assignments.
- Assists in the development, revision, and evaluation of curriculum.

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(814) 258-5642

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Board Secretary  
(814) 258-5642

DAN FIE  
Coordinator of Student Services  
(814) 258-5649

AMY COOTS  
Principal of Academic Affairs  
(814) 258-5646

## Qualifications:

- K-12 Principal Certification
- Successful teaching experience with expertise in curriculum and instruction essential.
- Strong background and knowledge in technology and data mining essential.
- Maintain clearances and trainings as required by state and federal laws.
- Maintain Act 45 requirements.
- Knowledge of school law and curriculum.
- Ability to maintain confidentiality in all aspects of the job, including matters involving staff, students, and the public.

Please use the link below to learn more about Westfield Area Elementary.

<https://www.ntiogasd.org/westfield-area-elementary-school/>

*Resume, Letter of Interest, PA Teaching Application, Certification, Three Letters of Reference, and Transcripts must be submitted. These items will be instrumental in the selection process.  
Act 34, 126, 151 clearances and FBI Fingerprints are required.*

Forward all information by July 17, 2025, at 4:30 P.M. to:

Kristopher Kaufman  
Superintendent  
Northern Tioga School District  
110 Ellison Road  
Elkland, PA 16920  
Telephone: (814) 258 5642

**NO FAXED APPLICATIONS WILL BE ACCEPTED**