



UPPER ADAMS SCHOOL DISTRICT

Position Opening: Anticipated Secondary Assistant Principal
Location: Biglerville High School
Date of Availability: 2026-2027

The Upper Adams School District is seeking a dynamic, student-centered **Secondary Assistant Principal** to support the academic, operational, and extracurricular programs of our secondary school. Reporting directly to the Secondary School Principal, the Assistant Principal serves as an instructional leader and administrator responsible for helping oversee educational programs, student services, personnel, school operations, public relations, co-curricular activities, student health and food services, building maintenance, and school safety. This position plays a critical role in fostering a positive learning environment by supporting curriculum implementation, monitoring student achievement data, developing academic support programs, supervising student attendance and discipline, serving as a member of the district threat assessment team, and assisting with special education processes in accordance with district and state guidelines.

The successful candidate will provide leadership and supervision for instructional and support staff, promote professional growth, support staff development initiatives, and collaborate closely with district administrators to ensure high-quality educational experiences for all students. Additional responsibilities include assisting with building operations, emergency preparedness drills, handbook development, committee participation, extracurricular events, and assuming principal responsibilities when necessary.

Qualified candidates must possess a **Master's Degree, Pennsylvania Principal Certification**, a minimum of **5–7 years of educational experience** including at least **five years of successful teaching or educational service**, and a **valid driver's license**. The ideal candidate will demonstrate strong leadership, communication, organizational, and problem-solving skills, along with a commitment to student success and continuous school improvement.

EOE

Apply online at www.upperadams.org, > Employment > Administration > Secondary Assistant Principal Anticipated for 2026-2027

Contact Tina Fair, Human Resources Coordinator for more information at 717-677-7191 ext. 2721.

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