



BRANDYWINE HEIGHTS AREA SCHOOL DISTRICT

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Assistant Principal, Grades 4-8

Brandywine Heights Area School District - Berks County, PA

JOIN OUR TEAM! The **Brandywine Heights Area School District** is currently accepting applications for a **Principal for the Intermediate/Middle School (Grades 4-8)**. This position supports the overall operation and management of the schools, working collaboratively with faculty, students, and all stakeholders to maintain a safe, supportive, and effective learning environment. Additionally, the Assistant Principal serves as the **District Wellness Coordinator**.

JOB SUMMARY: In cooperation with, and under the supervision of the Building Principal and District Administration, the Assistant Principal will be responsible to assist in the operation and management of the school, faculty, students, and all school stakeholders, ensuring a safe environment conducive to learning.

QUALIFICATIONS: To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.

1. Candidate must be a graduate of an accredited college or university and hold a proper Pennsylvania administrative certification for the position. Master's degree required.
2. Five (5) years of successful experience in public education as a teacher or administrator necessary, including elementary or secondary school instruction.
3. Effective decision-making skills are significant to the job, affecting a large segment of the organization, students, teachers, and parents.
4. Candidate must possess good moral character and demonstrate leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents.
5. Candidate must have strong working knowledge in the use of word processing, database, IEP software, office equipment, and presentation software.
6. Prior assistant principal or leadership experience is preferred.
7. Must have and maintain a valid state vehicle operator's license and a good driving record.
8. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements as well as all other applicable state training and certifications.
9. Candidate must adhere to all local, state, federal, and school code requirements for employment.

REPORTS TO: Building Principal; Superintendent

SUPERVISES: Office Staff; Professional Staff in Building

PERFORMANCE RESPONSIBILITIES: Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.

Building Leadership

- Effectively communicate in a professional, concise, and clear manner with staff, students, parents, and community members to foster a positive, collaborative, and transparent school environment.
- Assist in the development of a unified vision for student success based upon the District Mission and Vision.
- Attendance and service as the Local Education Agency (LEA) at Individualized Education Plan (IEP) Meetings and Gifted Individualized Education Plan (GIEP).
- Facilitate an ideal learning environment by assisting the principal in the management of instruction, technology, and student services.
- Supervises extra-curricular activities and evening events.
- Assist families and facilitate solutions to student services issues.
- Assist in the coordination and implementation of all school functions.
- Implement an Intervention Plan for students not meeting attendance and academic expectations, with a focus on attendance.
- Oversee attendance and truancy issues to work with students and families.
- Assist with coordination of student assessments (PSSA/Keystone).
- Collaborate with other school districts to encourage an exchange of knowledge and resources.
- Attend conferences pertinent to online learning with the supervisor's approval.
- Work in conjunction with the internship coordinator to provide student opportunities for students to participate in internship and co-op programs.
- Review and utilize policy to help guide decisions regarding staff, student discipline and programming.
- Assist in the coordination of campus programming for students.
- Assist in and oversee student discipline matters, ensuring that each situation is addressed fairly and in accordance with school policies. Communicate outcomes effectively and professionally with students, parents, and staff. Maintain clear, accurate, and detailed documentation. Promote restorative practices by using discipline as a learning opportunity to support student growth and behavior improvement.
- Assist in the development of student schedules.
- Oversee the administration and analysis of benchmark and classroom based assessments. Effectively implement strategies to collect, analyze, and interpret student performance data, ensuring its meaningful use by staff to guide intervention, skill remediation, and enrichment. Develop and promote strategies that engage students in data dialogues to build ownership of their academic growth and progress.

Staff Development/Instruction/Technology

- Supervise and support building-level instructional technology coach district-wide by routinely sharing instructional coaching strategies, technology standards, and tools for instructional use.
- Assist teachers in their professional growth and development, research, and planning.
- Observe and evaluate teachers and staff members through the Differentiated Supervision model based upon PDE Guidance and Best practices of Instruction.
- Assist in the hiring of necessary and qualified faculty to support instructional programming.
- Assist the Principal in the facilitation of faculty meetings and professional development opportunities for staff.
- Participate in committees and programs.

District Level

- Serve as the District's [Wellness Coordinator](#).
- Collaborate with the Virtual Academy to promote personalized opportunities for students.
- Share data analysis responsibilities with other building Assistant Principals.
- Professional Development Planning Committee - Serve on the Professional Development Planning Committee to help design the District's annual professional development schedule. Assist in leading sessions that support district initiatives, build staff capacity, and promote continuous professional growth.
- Technology Professional Development - Support the implementation, integration, and efficient use of instructional and operational technologies within the building. Provide guidance and professional development to ensure effective classroom utilization that enhances teaching and learning.
- Districtwide Committees - Actively participate in districtwide committees to support key initiatives and advance the vision, mission, and strategic goals of the District. Collaborate with stakeholders to ensure alignment and consistency across schools.
- Perform other duties as assigned by the Superintendent.

Terms of Employment

Full time, 12-month position. Work schedule and other conditions of employment in accordance with Act 93 Administrative Agreement.

Salary/Benefits:

Salary according to the current Act 93 Agreement. The starting salary is \$71,407; actual salary commensurate with education and experience.

Brandywine Heights Area School District offers a comprehensive benefits package to those who qualify including Medical Insurance, Dental Insurance, Vision Insurance, Tuition Reimbursement, Personal/Sick/Vacation Days, PSERS Retirement and more.

Estimated Start Date: This position begins immediately pending completion of pre-employment requirements and School Board approval.

To be considered, candidates must submit an application online via the district employment website: <https://www.applitrack.com/bhasd/onlineapp/default.aspx>

Or visit www.bhasd.org and click on Employment.

Application Deadline: January 16, 2026

STUDENTS FIRST: Empower & Inspire to Reach New Heights

The **Brandywine Heights Area School District** serves nearly 1,250 students in grades pre-kindergarten through twelfth grade at three school sites. The District services students and families living in four municipalities: the Borough of Topton and the townships of District, Longswamp, and Rockland. The employees of Brandywine Heights Area School District play an important role in providing our students with a well-rounded educational foundation that supports their academic, physical, and social emotional growth. Our staff is committed to creating a culture that fosters a trusting, collaborative, and equitable learning environment for all members of the school community.

Check out our [Promotional Video](#) to see how BHASD staff and students reach [#newHEIGHTS](#) every day!

The Brandywine Heights Area School District is an Equal Opportunity Employment, Educational/Service Organization.