



High School Principal, Grades 9-12 Brandywine Heights Area School District - Berks County, PA

JOIN OUR TEAM! The **Brandywine Heights Area School District** is currently seeking a **High School Principal, Grades 9-12**. 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.

Click to view the [High School Principal](#) job description.

[APPLY TODAY! Visit our Recruiting and Hiring Talent Portal for details.](#)

JOB SUMMARY: In cooperation with District Administration, and under the supervision of the Superintendent, the Principal will be responsible to manage the daily operation 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. Eligible for or currently holds an active Pennsylvania Principal certification.
2. Master's degree with a major in educational leadership, educational supervision, or a related field.
3. Five (5) years of successful experience in public education as a teacher or administrator necessary, including elementary or secondary school instruction.
4. Effective decision-making skills are significant to the job, affecting a large segment of the organization, students, teachers, and parents.
5. Candidate must possess good moral character and demonstrate leadership qualities and personal characteristics necessary for working effectively with pupils, teachers, and parents.
6. Candidate must have strong working knowledge in the use of word processing, database, IEP software, office equipment, and presentation software.
7. Prior principal, assistant principal or supervisory experience is preferred.
8. Must have and maintain a valid state vehicle operator's license and a good driving record.
9. 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 certification requirements for employment.

REPORTS TO: District Administration; 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.

Student Program

- Develop a unified vision for student success as based upon the District Mission and Vision.
- Facilitate the design, supervise, and implement programs to meet the specific needs of the school; make recommendations, organize and direct the implementation of all school activities related to student achievement.
- Attendance and service as the Local Education Agency (LEA) at Individualized Education Plan (IEP) Meetings and Gifted Individualized Education Plan (GIEP).
- Attend Interdepartmental and Grade Level meetings to ensure smooth and effective educational experiences for students.
- Facilitate communication between personnel, students and/or parents (e.g. resolution to student issues, assistance to families, counselor opportunities, community resource provision, academic preparedness, etc.) for evaluating situations, solving problems and/or resolving conflicts.
- Attend parent meetings to work collaboratively between parents and educators to ensure a smooth and effective educational experience for students.
- Facilitate an ideal learning environment by managing instruction, technology, and student services.
- Assist families and facilitate solutions to student services issues.
- Implement and monitor an Intervention Plan for students not meeting attendance and academic expectations.
- Monitor student attendance and assist in facilitating Attendance Improvement Plan meetings.
- Develop and implement Career Readiness standards for students.
- Coordinate state-mandated testing sessions for students as School Assessment Coordinator (SAC).
- Coordinate with Guidance staff and community organizations to review and evaluate student mental health initiatives and issues.
- Develop a comprehensive building behavior management plan for student behavior and character development.
- Work with the technology department to ensure optimal online learning.
- Manage school administrative functions (e.g. facility maintenance, budget preparation, staffing, etc.) for maintaining safe and efficient school operations within district guidelines.
- Interact with news, media, and outside sources seeking information about learning.

- Attend conferences pertinent to online learning with supervisor's approval.

Instructional Technology & Professional Development

- Review and discuss the District goals articulated in its strategic plan and use data to assess whether the school is on track to achieving the goals.
- Develop building level goals based on the District goals as well as necessary goals to continually improve the building.
- Develop and lead professional development for staff focused on District level professional development plans as well as building level needs.
- Observe and evaluate teachers and staff members through the Differentiated Supervision model as based upon PDE Guidance and Best practices of Instruction to ensure standards are achieved, and performance is maximized.
- Collaborate with other school districts to encourage an exchange of knowledge and resources.
- Remain current in studies of best practices in instruction and keep informed of federal, state, and local regulations.

District Level

- Collaborate with Elementary and Intermediate/Middle School counterparts to develop and implement a unified K-12 approach and program.
- Take a leadership role in supporting school districts state-wide by sharing the development, growth, policies and procedures to maintain and grow our program.
- Collaborate with the Virtual Academy to promote personalized opportunities for students.
- Safety & Security Committee - Participate in monthly meetings; maintain the committee's website.
 - Actively participate in the District's Threat Assessment Team.
- Professional Development Planning Committee - Help plan the District's annual professional development schedule.
- Technology Committee - Help with emerging technologies district-wide.
- Attend District level meetings as required.
- Perform other duties as assigned by the Superintendent.

Terms of Employment

Full time, 12-month position (260 days).

Salary, work schedule and other conditions of employment in accordance with written Act 93 Agreement and applicable policies.

Start date based upon approval by the School Board of Directors and successful completion of pre-employment requirements.

Salary/Benefits:

Salary starts at \$115,000 and is commensurate with experience.

BHASD offers a comprehensive benefits package to those who qualify including Medical Insurance, Dental Insurance, Vision Insurance, Tuition Reimbursement, Personal/Sick Days, Vacation, 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: June 19, 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.