

**Freedom Area School District**  
**1702 School St.**  
**Freedom, PA 15042**

**NOTICE OF VACANCY**  
**October 1, 2025**

**POSITION: ELEMENTARY SCHOOL PRINCIPAL**

**POSITION SUMMARY:** Passionate, educational leader who has a strong commitment to student learning and an enhanced student experience. This position impacts and influences the work of the school, staff, and students by engaging teams of stakeholders, holding people accountable for school performance, and focusing on continuous improvement and sustainable results. The Elementary School Principal also serves as the Federal Program Administrator for the District.

**REPORTS TO:** Superintendent

**KNOWLEDGE, ABILITIES, AND SKILLS:** (These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.) At the time of application, the candidate must have:

1. Valid Pennsylvania Administrative Principal K–12 Certificate.
2. Five (5) years of successful teaching experience as a teacher preferred.
3. Successful administrative or supervisory experience preferred.
4. Understanding of and ability to maintain rapport with staff, students, parents, and community members.
5. Demonstrated ability to manage effective teams and work collaboratively in groups.
6. Understanding of and ability to navigate the school and district as a system's leader.
7. Demonstrated ability to utilize and promote equitable practices in all facets of education.
8. Understanding of curriculum, instruction, organizational patterns, school operations, and student services.
9. Understands how trauma, equity, inclusive practices, and restorative practices impacts the student and teacher experience.
10. Knowledge of Federal Program Requirements.
11. Experience in the writing of grants is preferred.
12. Understanding of the school improvement process in order to determine root causes, develop annual goals, implement classroom strategies, and measure success.
13. Knowledge and demonstrated ability to analyze and use data to make instructional and program decisions.
14. Demonstrated ability to problem solve, make informed decisions, and communicate effectively with all stakeholders.
15. Understanding of the Pennsylvania Core Standards, Charlotte Danielson's Framework for Teaching and effective instructional practice supporting student success.
16. Knowledge of sound instructional practice. including purposeful planning, that will increase student achievement when measured in a variety of ways.
17. Knowledge of PBIS and MTSS to improve and support positive behavior and academic growth in students.
18. Understanding of instructional technology, including digital curriculum and tools, and its use in the classroom.

19. Demonstrated ability to manage change with staff, students, parents, and community.
20. Competence in staff selection, training, supervision, and evaluation.
21. Understanding of how to work with teachers in the supervision process in order to improve instruction.
22. Demonstrated ability to motivate, encourage, and work with staff to ensure outstanding performance as well as foster positive morale.
23. Understanding of administrative policies and procedures and negotiated agreements.
24. Respond effectively under stressful circumstances.
25. Possess a valid driver's license and motor vehicle insurance.
26. Demonstrated success in accomplishing tasks akin to those responsibilities listed below.
27. Such alternatives to the stated qualifications as the Freedom Area School District may find appropriate and acceptable.

### **ESSENTIAL JOB FUNCTIONS, DUTIES, AND RESPONSIBILITIES:**

1. Collaborates with the school staff and community to develop, advocate, and enact a shared vision, mission, and core values of high-quality education for academic success and the well-being of each student.
2. Demonstrates ethics, integrity, and professionalism in personal conduct, relationships with others, decision-making, stewardship of the school's resources, and all aspects of school leadership.
3. Ensures equitable educational opportunities to promote each student's academic success and well-being.
4. Enforces student policies and addresses student misconduct in a positive, fair, and unbiased manner.
5. Supports intellectually rigorous and coherent systems of curriculum, instruction, and assessment to promote each student's academic success and well-being, including the effective use of technology.
6. Employs valid assessments that are consistent with knowledge of child learning and development and technical standards of measurement.
7. Cultivates an inclusive, caring, and supportive school community that promotes the academic success and well-being of each student.
8. Seeks out and participates in professional learning opportunities to increase personal capacity to learn and to share expertise with others.
9. Recruits, hires, supports, develops, and retains effective and caring teachers and other staff and forms them into an educationally effective faculty.
10. Develops teachers' and staff members' professional knowledge, skills, and practice through differentiated opportunities for learning and growth, guided by understanding of professional and adult learning and development.
11. Delivers actionable feedback about instruction and other professional practice through valid, research-anchored systems of supervision and evaluation to support the development of teachers' and staff members' knowledge, skills, and practice.
12. Develops the capacity, opportunities, and support for teacher leadership, instructional leadership of the administrative team, and other members of the school community by providing opportunities for goal setting, growth activities, and reflection.
13. Establishes and sustains a professional culture of engagement and commitment to a shared vision, goals, and objectives pertaining to the education of the whole child; high expectations for professional work; ethical and equitable practice; trust and open communication; collaboration, collective efficacy, and continuous individual and organizational learning and improvement.

14. Drafts the annual Consolidated Application.
15. Collaborates with the Superintendent and Business Manager to manage and monitor federal grant budgets as well as submit quarterly project and fiscal reports for the FASD.
16. Communicates, collaborates, and communicates services with non-public schools in the District.
17. Engages families and the community in meaningful, reciprocal, and mutually beneficial ways to promote each student's academic success and well-being.
18. Creates and sustains positive, collaborative, and productive relationships with families and the community for the benefit of students.
19. Manages and administers school operations and resources to promote each student's academic success and well-being and ensures compliance with federal, state, and local laws, regulations, and policies.
20. Develops and maintains data and communication systems to deliver actionable information for classroom and school improvement.
21. Acts as an agent of continuous improvement to promote each student's academic success and well-being.
22. Communicates and collaborates with appropriate administration team members on matters of student discipline, transfer, placement, promotion, retention, recordkeeping, and all critical school activities or issues.
23. Attends special school or district-related events.
24. Thinks, concentrates, and interacts well with others.
25. Arrives to work promptly every day.
26. Works extended hours daily and works flexible hours as necessary.
27. Works well under stress and meets all deadlines.

**OTHER DUTIES:** Is available to various student, teacher, and community groups for education-related and extra-curricular purposes beyond the regular workday. Performs related work as required or assigned.

**PHYSICAL DEMANDS:** Position requires significant periods of standing and walking and is performed in a typical school environment.

**TERMS OF EMPLOYMENT:** Twelve (12) month position and salary commensurate with qualifications and experience applied to the Act 93 agreement.

**FLSA STATUS:** Exempt

**EFFECTIVE DATE OF POSITION:** ASAP

**APPLICATION PROCEDURE:** Current Acts 34, 151, and 114 clearances are required. Interested applicants may apply for the position online through [paeducator.net](http://paeducator.net) or by submitting a letter of interest, resume, and clearances to Jeff Beltz, FASD, 1702 School Street, Freedom, PA 15042 or at [jbeltz@freedomarea.org](mailto:jbeltz@freedomarea.org) to apply. Applications submitted by January 22, 2026, will be guaranteed a review of credentials, but the position will remain open until filled. EOE.