

## Job Description

**Position:** Assistant Principal/ Grade-Level Principal

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### School Background:

City Charter High School (City High) is an award-winning, technology-infused, public school located in downtown Pittsburgh, PA. City High's mission is to graduate students who are academically, technologically, personally and socially prepared to succeed in post-secondary education, training, or employment. Using a team approach, City High cultivates a safe, supportive, and academically rigorous environment by recognizing and nurturing individual talents, needs and skills.



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[www.cityhigh.org](http://www.cityhigh.org)

The six core beliefs at City High are:

- ✓ *Connections to the real world.* A career focused experience convinces students that what they do at City High impacts their future.
- ✓ *Continuous challenge.* A curriculum constructed with multiple levels best meets the academic needs of individual students.
- ✓ *Individual responsibility for learning.* Academic success is dependent on students taking an active role in their learning.
- ✓ *Personal academic connections.* Success relies strongly on each student feeling connected to one or more adults at City High.
- ✓ *Safe and caring environment.* Essential to active classroom management.
- ✓ *Collaboration.* A student's ability to collaborate is essential in today's work environment.

### Position Overview:

City Charter High School is seeking an innovative and motivated Assistant Principal/ Grade-Level Principal to work within an urban high school as a collaborative member of the administrative, grade level, and leadership teams. Position start date, with some flexibility, is July 1, 2025.

### Qualifications:

- ✓ Pennsylvania certification as a Secondary or K-12 Principal.
- ✓ Proof of Federal Criminal History Background Check, Department of Human Services Child Abuse History Clearance, Pennsylvania State Police Request for Criminal Records Check.
- ✓ Have an understanding of curriculum and instructional best practices.
- ✓ Excellent leadership qualities, technology competency, communication skills (oral and written) and interpersonal skills.
- ✓ Willingness to think and act creatively and implement non-traditional systems within a charter school environment.
- ✓ Ability to work collaboratively as a team member of multiple teams.
- ✓ Demonstrated efficient organizational and management skills.
- ✓ Be a critical and reflective practitioner.
- ✓ Knowledge of challenges facing urban school leaders.
- ✓ Knowledge about Special Education and Section 504 rules, regulations and supports for students and families.
- ✓ Demonstrated cultural competence and commitment to educational equity.

### Description of Duties:

- ✓ Serves as a school leader, responsible for implementation of all policies as a grade-level principal.

- ✓ Loops with one consistent grade as the grade-level principal and works closely with the grade level team members and students.
- ✓ Supports and enhances school culture at the teaching team and student level.
- ✓ Works with teaching staff in the planning, improvement, development, and implementation of creative and innovative learning activities, as well as evaluating these activities.
- ✓ Works as a cohesive and contributing member of the Admin team in making school-wide decisions and helping assure the smooth operations of the City High school program.
- ✓ Assists in supervising various areas such as student activities (e.g. athletic intent process), wellness, and disciplinary procedures.
- ✓ Visits classrooms daily to talk to students about their work, observe instruction and make the connections between what is being taught and the assessed needs of students.
- ✓ Communicates and collaborates daily with school staff, parents and students.
- ✓ Stays current with and implements educational best practices; helps to promote, facilitate, and assure corresponding professional development.
- ✓ Assumes responsibility for the attendance, conduct and health of students.
- ✓ Maintains high standards of student conduct, mediates student issues, and implements consequences that are restorative and ensures student safety.
- ✓ Responsible for implementing Restorative Practices and helping to model, lead and support the implementation of such practices with their respective grade-level team as well as within the school.
- ✓ Monitors and attends after school extra-curricular activities, open house, orientation and school-based field trips.
- ✓ Thinks holistically and supports the needs of a diverse student body.

**Compensation:**

Very competitive salary commensurate with experience, demonstrated skills and performance. Salary range: \$95,000+. In addition, City High provides a generous benefit package including health insurance (medical, dental and vision) that is subsidized by City High, paid time off (PTO), an annual performance bonus, a competitive 401k retirement program (with competitive employer matching contributions), a reimbursable annual educational stipend up to \$3,000, an annual transportation stipend of \$1,250, trimester breaks, and a 4-day school schedule that includes only one work Monday per month (with the exception of two parent-teacher conference days annually).

**Application Process:**

Applications will be reviewed until a candidate is hired. Interested candidates should send a cover letter and resume via US mail or email to:

City Charter High School  
 Attention: Dr. Dara Ware Allen  
 CEO and Principal  
 201 Stanwix Street  
 Pittsburgh, PA 15222  
 Email: [employment@cityhigh.org](mailto:employment@cityhigh.org)