

The School District of Philadelphia is pleased to announce the official opening of the application period for our Fall 2025-2026 Assistant Principal Eligibility Pool.

We are actively seeking highly effective, visionary leaders prepared to make a pivotal impact in our schools and communities while driving the successful implementation of the Accelerate Philly strategic plan. We invite committed professionals to apply and take the lead in shaping the next generation of students and educators.

*\*This is a Teamsters Local 502: Commonwealth Association of School Administrators (CASA) represented role.*

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## **JOB SUMMARY**

Assistant Principals for the School District of Philadelphia serve as collaborative instructional leaders, operational partners, and champions of school culture and joy. Working under the direction of the Principal, Assistant Principals help to implement the school's vision for teaching and learning, ensure a safe and orderly environment, and foster strong, respectful relationships with students, staff, families, and the community. Assistant Principals are expected to support high-quality instruction, effective school operations, and a positive climate that promotes success for all students.

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### **Essential Functions**

#### **Instructional Excellence:**

Support the implementation of high-quality instructional practices by maintaining a visible presence in classrooms, providing actionable feedback, and facilitating professional learning aligned to district priorities and school goals. Demonstrate a belief in the potential of all students to achieve at high levels.

#### **Talent Development:**

Assist in the recruitment, selection, and support of school staff. Provide coaching, mentoring, and differentiated professional development to promote growth and build leadership capacity within the team.

#### **Data-Informed Decision Making:**

Gather and analyze multiple sources of quantitative and qualitative data to monitor student progress, inform instructional decisions, and drive continuous improvement in teaching, learning, and school climate.

#### **Culture and Climate:**

Promote a safe, inclusive, and orderly learning environment that reflects the School District of Philadelphia's commitment to equity, respect, and joy. Model restorative and culturally responsive practices to foster trust, collaboration, and shared accountability.

#### **Family and Community Engagement:**

Build and maintain positive, service-oriented relationships with families, students, and community partners. Communicate proactively and transparently to strengthen collaboration in support of student achievement and well-being.

**Operational Leadership:**

Assist the principal in managing daily school operations, including scheduling, budget implementation, facilities, and compliance with district policies. Ensure that operational systems function efficiently in service of teaching and learning.

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**Required Competencies****Motivation and Communication:**

Ability to inspire staff, students, and families around the school's vision and goals through clear, inclusive, and culturally competent communication.

**Collaborative Leadership:**

A leadership approach that fosters teamwork, creativity, shared ownership, and innovation while maintaining resilience and professionalism in the face of challenges.

**Reflective Practice and Commitment:**

Exhibits empathy, integrity, and self-awareness. Demonstrates a commitment to equity, continuous improvement, and the success of every student.

**Organizational and Analytical Acumen:**

Strong organizational skills and the ability to prioritize multiple responsibilities effectively. Possesses a working knowledge of district policies, procedures, and laws that support diverse learners, including students receiving ESOL and Special Education services.

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**PLEASE READ ALL OF THE INFORMATION IN ITS ENTIRETY****DEADLINE**

- Applications will be accepted from November 3rd through December 5th, 2025
- Deadline December 5th 5:00 PM

**APPLICATION REQUIREMENTS**

*Please note if you are interested in applying for both the Principal and Assistant Principal Eligibility pool you **MUST** submit separate applications.*

**ONLY** Completed applications received by the deadline will be reviewed and scored.

Completed applications include:

- Fall 2025-2026 Assistant Principal Eligibility Application on SDP Career Page
- Assistant Principal Essay Submission #1 (see prompt below) [HERE](#)
- Assistant Principal Essay Submission #2 (see prompt below) [HERE](#)
- Active and Valid Pennsylvania Department of Education Principal Certification I Submission [HERE](#)
- Reference #1 (1 must be current) [HERE](#)
- Reference #2 (1 must be current) [HERE](#)

If you applied to the eligibility pool in the 2024-2025 SY either fall or spring and had a qualifying essay that led to the interview phase you **DO NOT NEED TO RESUBMIT ANOTHER ESSAY, BUT YOU MUST SUBMIT** the following:

- Fall 2025-2026 Assistant Principal Eligibility Application on SDP Career Page
- Active and Valid Pennsylvania Department of Education Principal Certification I Submission [HERE](#) *please reach out to Jade Lomax [jlomax@philasd.org](mailto:jlomax@philasd.org) to verify if needed*
- Reference #1 (1 must be current) [HERE](#)
- Reference #2 (1 must be current) [HERE](#)

## **ASSISTANT PRINCIPAL ESSAY QUESTION PROMPTS**

**Assistant Principal Essay Question 1 – Implementing the Principal’s Instructional Vision (500 word max.)**

**Prompt:**

**Assistant Principals play a critical role in advancing the Principal’s instructional vision. Describe a time when you supported a school leader in implementing an instructional initiative or vision. How did you align staff around that vision, monitor progress, and ensure that instructional practices were consistent and effective across classrooms?**

**In your response, address the following:**

- **How you aligned your work to the Principal’s instructional vision.**
- **The strategies or actions you implemented to support that vision.**
- **How you collaborated and communicated with staff and stakeholders.**
- **The impact of your efforts and what you learned from the experience.**

**Assistant Principal Essay Question 2 – School Culture and Operational Leadership (500 word max.)**

**Prompt:**

**Assistant Principals are essential in ensuring that the school’s operations and culture directly support the Principal’s instructional priorities. Describe a time when you managed an operational or school culture challenge (e.g., attendance, behavior, scheduling, or communication) in a way that reinforced the instructional vision. How did your actions contribute to a positive, organized, and learning-focused environment for students and staff?**

**In your response, address the following:**

- **How you identified a specific instructional need or area for growth.**
  - **The coaching or support strategies you used to build staff capacity.**
  - **How you fostered collaboration and trust among educators.**
  - **The results of your actions and your reflection on the outcomes.**
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## **INTERVIEW**

- Candidates will be notified by December 19, 2025, if invited to interview based on the qualifying score of essays.
- Assistant Principal Candidate Interviews - January 20th - January 30th

## **INFORMATION SESSIONS**

### **Assistant Principal Eligibility Interest**

- Date: Thursday, November 6th, 2025
- Time: 6:00 PM - 7:00 PM
- Location: ZOOM (Link will be shared the day before the date selected)
- RSVP at <http://bit.ly/sdp-aprincipal>

- Date: Thursday, November 20th, 2025
- Time: 6:00 PM - 7:00 PM
- Location: ZOOM (Link will be shared the day before the date selected)
- RSVP at [bit.ly/sdp-aprincipal](http://bit.ly/sdp-aprincipal)

## **Qualifications**

### **Minimum Requirements**

- Possession of Pennsylvania Department of Education Administrative I or II certification. The certification must be active and valid.

### **Certificates/Licenses**

- Possession of Pennsylvania Department of Education Administrative I or II certification. The certification must be active and valid.