

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

JOB SUMMARY

The Principal within the School District of Philadelphia serves as the instructional and operational leader, uniquely taking on the role of the leader of joy to create an engaging and positive school climate. This critical, multifaceted position requires the principal to articulate a clear vision for universal student learning while simultaneously promoting high-quality instructional practices. They are responsible for ensuring a safe, secure, and orderly learning environment. Furthermore, principals cultivate strong, service-oriented relationships with all diverse stakeholders, including staff, students, families, and community members.

Essential Functions

- **Instructional Excellence:** Ensure the school maintains high-quality instructional practices through visible presence, timely feedback, and professional development that reflects high expectations and a belief in all students' potential.
- **Talent Management:** Strategically select, assign, and support staff, providing differentiated professional growth opportunities and deliberately building leadership capacity among team members.
- **Data & Strategy:** Collect, rigorously analyze, and apply multiple sources of data to guide continuous improvement in student achievement, well-being, and staff development.
- **Culture & Environment:** Establish a safe, secure, and orderly learning environment, fostering a culture of joy, collegiality, professional reflection, and shared accountability while constructively managing conflict.
- **Stakeholder Relations:** Cultivate positive, service-oriented relationships with families and initiate and sustain partnerships with community, business, and non-profit organizations.
- **Operational Oversight:** Manage school operations, budget, requisitions, funds, and oversee the upkeep of facilities.

Required Competencies

Successful candidates must demonstrate:

- **Motivation & Communication:** The ability to motivate staff, students, and families around the school vision, supported by clear, effective communication for diverse audiences.
- **Leadership Style:** A style that encourages teamwork, collaboration, creativity, and innovation, coupled with persistence in the face of obstacles.
- **Self-Awareness & Commitment:** Empathy, self-awareness, a willingness to reflect and take responsibility, and a deep commitment to the service of students and families.

- **Acumen:** Strong organizational skills to balance competing priorities, and a clear understanding of policies and law affecting diverse learners (e.g., ESOL and Special Education students).

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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 Principal Eligibility Application on SDP Career Page
 - Principal Essay Submission #1 (see prompt below) [HERE](#)
 - Principal Essay Submission #2 (see prompt below) [HERE](#)
 - Active and Valid Pennsylvania Department of Education Administrative Certification 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 Principal Eligibility Application on SDP Career Page
 - Active and Valid Pennsylvania Department of Education Administrative Certification Submission [HERE](#) (please reach out to Jade Lomax jlomax@philasd.org to verify if needed)
 - Reference #1 (1 must be current) [HERE](#)
 - Reference #2 (1 must be current) [HERE](#)

PRINCIPAL ESSAY QUESTION PROMPTS

Principal Essay Question 1: Instructional Leadership and Equity

Describe a time when you led an instructional initiative that significantly improved student outcomes, particularly for historically underserved populations.
In your response, address the following:

- The instructional challenge or inequity you identified
- The strategies you implemented to address it
- How you engaged staff, students, and families in the process
- The measurable results and lessons learned

Principal Essay Question 2: Vision and School Culture

The School District of Philadelphia emphasizes creating inclusive, safe, and academically rigorous environments. Describe your vision for building and sustaining a positive school culture that supports both academic excellence and social-emotional growth.

In your response, include:

- How you would establish trust and shared accountability among staff and students
 - Specific strategies you would use to promote culturally responsive practices
 - How you would measure and sustain progress toward your vision
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INTERVIEW

- Candidates will be notified by December 19, 2025, if invited to interview based on the qualifying score of essays.
- Principal Candidate Interviews - January 5th - January 16th

INFORMATION SESSIONS

Principal Eligibility Pool Interest

- Date: Wednesday, November 5th, 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-principal25

- Date: Wednesday, November 19th, 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-principal25

Qualifications

Minimum Requirements To Apply for the Principal Eligibility Pool:

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

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Certificates/Licenses

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