

## **Assistant Principal (K–12) and Safety Coordinator**

### **Position Overview:**

The Redbank Valley School District is seeking a dynamic and collaborative educational leader to serve as Assistant Principal (K–12) and Safety Coordinator. This dual-role position supports building-level administration across grade levels while overseeing district-wide safety planning and compliance.

### **Primary Responsibilities Include (but are not limited to):**

- Assisting the Principal and District Administration with instructional leadership, student discipline, staff supervision, and school operations
- Supporting curriculum implementation and student achievement initiatives
- Coordinating and overseeing district safety plans, drills, and emergency preparedness
- Collaborating with local agencies and ensuring compliance with state and federal safety regulations
- Supporting positive school climate and effective communication with families and staff

### **Qualifications:**

- Valid Pennsylvania Principal Certification (**required**)
- Demonstrated leadership experience in a K–12 setting preferred
- Strong organizational, communication, and problem-solving skills
- Knowledge of school safety planning and regulatory compliance preferred

### **Application Requirements**

#### **Internal Applicants should submit a cover letter and resume**

External Applicants must submit the following materials:

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| <ul style="list-style-type: none"><li>• <b>Standard Pennsylvania Teaching Application</b></li><li>• <b>Cover Letter</b></li><li>• <b>Resume</b></li><li>• <b>Official Transcripts</b></li><li>• <b>Copy of all Pennsylvania Certifications</b><ul style="list-style-type: none"><li>◦ <i>Principal Certification required</i></li></ul></li><li>• <b>Three (3) Letters of Recommendation</b></li></ul> | <p><b>Clearances (dated within one year):</b></p> <ul style="list-style-type: none"><li>◦ Act 34 – Pennsylvania State Police Criminal Record Check</li><li>◦ Act 151 – Child Abuse History Clearance</li><li>◦ Act 114 – FBI Fingerprint Clearance</li><li>◦ Act 24 - Arrest/Conviction Report</li><li>◦ Act 168 Disclosure Forms (where applicable)</li></ul> |
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### **Submission Instructions**

Application materials should be submitted to:

**Dr. Michael Guidice**  
Superintendent  
Redbank Valley School District

**By Hard Copy:**  
920 Broad Street  
New Bethlehem, PA 16242

**Or Electronically:**  
[mguidice@redbankvalley.net](mailto:mguidice@redbankvalley.net)

**Applications will be accepted until the position is filled.**