



Pittsburgh  
Public Schools

EXCELLENCE  
FOR ALL

*The Pathway to the Promise.™*

## **Pittsburgh Public Schools**

**We Dream Big.  
We Work Hard.  
We Promise.**

**PELA Resident**  
(Pittsburgh Emerging Leadership Academy)  
**6-10 Positions Available**

## **PELA Resident (Pittsburgh Emerging Leadership Academy)**

<b>FLSA Status:</b>	Exempt
<b>Work Year:</b>	13 months July 1 <sup>st</sup> through July 31 <sup>st</sup>
<b>Salary Plan:</b>	Assistant Principals salary schedule - \$94,433 - \$100,261. Current assistant principals accepted into the academy will earn no less than his/her current salary.
<b>Location:</b>	Various school buildings assigned to mentor principal
<b>Posting Date:</b>	February 4, 2010 – March 26, 2010
<b>Certifications Required:</b>	PA Teaching or other Professional Certificate and PA Principal certificate or eligible for PA Principal certificate.

### **Job Summary:**

An aspiring/emerging leader (PELA resident) will participate in an intensive 13 month residency and training program to develop and refine dispositions, skills and knowledge to be a highly effective Pittsburgh Public School principal. A PELA resident will be assigned to a mentor principal on July 1, 2010 and will participate in a 13 month competency-based residency until July 31, 2011. The emerging leadership academy will prepare emerging leaders with knowledge, skills and dispositions necessary to enter into a principal position upon completion of the program. The resident will be assessed using a performance-based standards evaluation rubric. Successful completion of the emerging leadership academy will be determined collaboratively by the mentor principal, Director of Principal Leadership Development, Chief Academic Officer and Chief Talent Management Officer (or designee). An emerging leader may withdraw from the Academy at any time, or be terminated from the Academy at any time at the sole discretion of the Pittsburgh Emerging Leadership Academy. Any costs associated with the academy including tuition scholarships, relocation stipends and all training materials must be paid back to the district upon withdrawal from the Academy. The resident's former position, if applicable, will be held with a right of return to that position for one year. Upon completion of the Academy, residents must agree to work in the Pittsburgh Public Schools for a minimum of 5 years and accept an offer of a Pittsburgh Public Schools principal position (or other administrative position). Upon completion of the year-long residency emerging leaders will participate for 2 years in the administrative induction program.

### **Responsibilities:**

1. Complete a year-long residency under the mentorship of a principal
2. Perform all administrative duties including instructional leadership responsibilities, school management, school operations and cultural building aspects of the principalship, under the direction of a mentor principal
3. Perform all civic leadership responsibilities working with civic mentor
4. Serve as summer school principal (summer 2011)
5. Perform all required competencies at an emerging, proficient or accomplished level
6. Participate in all Pittsburgh Emerging Leadership Academy training sessions (including evening and Saturday trainings) and demonstrate successful completion of all required training protocols and program expectations.

For program expectations, please visit the curriculum, instruction and professional development website and view the informational power point on Pittsburgh's Emerging Leadership Academy. [www.pps.k12.pa.us/profdevelopment](http://www.pps.k12.pa.us/profdevelopment)

**Job Qualifications:**

Requires a PA teaching or other professional certificate and PA Principal certification (or eligible for PA Principal certification) with a minimum of 5 years teaching experience or other job-related experience. Candidates without principal certification must complete administrative certification by June 30, 2011 in one of two ways:

1. Verify enrollment in an accredited principal certification program and submit documentation that certification will be completed by June 30, 2011.
2. Meet enrollment requirements and make application to Duquesne University's principal certification program. Tuition for Duquesne University's principal certification program is paid by the Academy if accepted into PELA.

**NOTE:** In order to qualify for Duquesne Principal certification program, you **MUST** have a Master's degree in an educational field (or one to two classes from completion) and meet all PELA application requirements. **Please see page 3 for complete application instructions.**

Excellent leadership qualities, communication skills (oral and written) and interpersonal skills are required. A candidate must possess a deep commitment to urban education and improving student achievement. A candidate must possess a deep working knowledge of both curricular and instructional best practices. The candidate must demonstrate efficient organizational and management skills and be a self-critical, reflective practitioner. The candidate must demonstrate in-depth knowledge of the challenges facing urban school leaders as a research practitioner and a desire to make a difference in an urban context. Technology competency is required. An overall 3.00 GPA in undergraduate and/or graduate courses.

**ADA:** The employer will make reasonable accommodation in compliance with the American with Disabilities Act of 1990.

For information regarding accommodations, civil rights or grievance procedures, contact Ms. Tonia Suber-Hill, Manager, Employee Relations, 341 S. Bellefield Avenue, Pittsburgh, PA 15213-3516

**Other Information:**

The Pittsburgh Public School District is an equal opportunity education institution and will not discriminate the basis of race, color, national origin, gender, sexual orientation, age or disability in its activities, programs or employment practices as required by Title II of ADA, Title VI, Title IX and Section 504. It is the policy of the Pittsburgh School District to make all programs, services, activities and facilities available and to provide reasonable accommodations to persons with disabilities.

**Application Instructions:**

The following steps and items must be complete and submitted by 4:30 PM on March 26, 2010 (the posting closing date):

1. All interested applicants must apply via the Pittsburgh Public Schools Application Process by the Posting closing date in order to be considered for a position with the Pittsburgh Public School. Please click on the appropriate link below to apply.  
  
Current PPS Employees                      <https://apply.pps.k12.pa.us/internal>  
  
Outside Applicants (External)            <https://apply.pps.k12.pa.us/external>
2. All applicants must complete the [PELA Standard Application](#) in its entirety. (Please see the link on our website if this link does not work for you)
3. Pittsburgh Emerging Leadership Academy Application Essay
  - a. Essay: In a 3-5 page paper, please explain what you think are the most critical leadership aspects of a principal in urban education. Please describe the experiences, skill sets and character traits that make you an ideal candidate for a school-based leadership position in Pittsburgh Public Schools. Current research on urban education reform should be incorporated.
4. SUBMIT 3 letters of recommendation with application. Letters of recommendation should address leadership qualities and potential. MUST be from K-12 administrators (may include one from university faculty)
5. Resume and Letter of Interest
6. Current Clearances: Child abuse, criminal history, FBI fingerprints(must provide documentation if in process of completion) Negative reports will be reviewed on a case by case basis and appropriate action will be taken.
7. Graduate and Undergraduate Transcripts evidencing GPA of 3.0
8. Copy of principal certification or verification in an accredited principal certification program. (Please see the “Job Qualifications” on the previous page for more information)

Please submit application requirements no later than 4:30 PM, March 26, 2010 via the following ways (late applications will not be considered):

1. Mail: Recruiting & Staffing Department, 341 S. Bellefield Ave, Room 150, Pittsburgh, PA 15213
2. Drop off: Human Resources Kiosk located in the lobby at the above address.
3. Email: [hrstaffing@pghboe.net](mailto:hrstaffing@pghboe.net)



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## **More about the Pittsburgh Public Schools and our vision of *Excellence for All***

At PPS, we aspire to be one of America's premier school districts, student-focused, well-managed, and innovative. Our mission - *preparing all children to achieve academic excellence and strength of character, so that they have the opportunity to succeed in all aspects of life* – guides our work.

At the Pittsburgh Public Schools and are working hard everyday on behalf of the many children that we are privileged to serve. For the past three years, we have improved student achievement through the deliberate sequencing of strategies, commonly referred to as *Excellence for All*. In July 2009, Pittsburgh Public Schools became the largest school district in Pennsylvania ever to achieve the national standard for improvement: Adequate Yearly Progress (AYP).

But our ambitions are much higher, for we know that today more than ever, education defines life opportunity. The completion of not just high school, but *education beyond high school* is new standard of attainment for every student.

As a community, we have united around this goal to create game-changing conditions to promote success. The launch of *The Pittsburgh Promise* in 2008 is one example. With \$135 million in commitments already made to *The Pittsburgh Promise*, our community has eliminated money as an obstacle to higher education for at least a generation of students in the Pittsburgh Public Schools.

As the next building block in *Excellence for All*, we have developed a plan to support and empower effective teachers. Our planning has been done in collaboration with the leadership of the Pittsburgh Federation of Teachers (PFT). The plan, entitled *Empowering Effective Teachers in the Pittsburgh Public Schools*, is available at [www.empoweringpittsburghteachers.com](http://www.empoweringpittsburghteachers.com).

This is an exciting time to be a part of a great organization at the forefront of innovation in urban public education. Access to a high quality of education for all children in America is an issue of social justice. We are seeking talented individuals to join this vastly important and rewarding work.