

Principal Representative Job Description

The Pennsylvania Principals Association (PA Principals) appoints two voting members to the PASC Executive Board. The term of office is three years beginning on July 1 and ending on June 30. Expenses for travel, meals, and lodging to PASC Executive Board meetings are the responsibility of PASC.

1. The Principal Representative must be an active member of the professional educational staff in the position of principal or assistant/associate/vice principal.
2. The term of office shall be three years with the option of re-appointment by PA Principals.
3. The Principal Representative must attend state Executive Board meetings. Annually there are two business meetings held: in mid-February, and early-August. It is expected that the Principal Representative will also attend the PASC state conference in early to mid-November. The state conference begins on Thursday afternoon and concludes by 11:00 AM on Saturday. The board meetings in February and August begin on Friday in early August and concludes Sunday by 1:00pm..
4. The Principal Representative is responsible to PA Principals. In this capacity he/she should report on a regular basis to the PA Principals Executive Board on PASC programs and activities.
5. The Principal Representative is responsible for presenting a positive PASC image in all related activities. He/She should serve as a communications link to PA Principals publications. He/She should be a spokesperson regarding PASC programs to principals and assistant principals throughout the state.
6. The Principal Representative will serve as a member of three of the standing committees of the PASC Executive Board.

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