

Position: K-8 Principal

Reports To: Superintendent and Assistant Superintendent

Contracted Days: 224

Qualifications:

1. Minimum of Masters Degree
2. Valid Ohio Teaching License
3. Valid Ohio Administrative License
4. Successful completion of BCI/FBI background checks
5. Ability to be OTES credentialed

Salary: Commensurate with degree and experience

Position Summary: The K-8 School Principal is directly responsible to the Superintendent for the total administration and supervision of the school to which they are assigned. This is a management position.

Job Functions

Duties of this position include but are not limited to:

- Oversee the administrative operation of the school site (e.g. facility management; approving budget expenditures; interfacing with vendors; interviewing, hiring and dismissal recommendations; supervising non-instructional staff; mentoring, etc.) for the purpose of maintaining safe and efficient school operations within district guidelines.
- Supervises assigned school (certificated and classified) personnel for the purpose of monitoring performance, providing for professional growth and achieving overall objectives of the school's curriculum.
- Responsible for student discipline and campus supervision.
- Administer, supervise and evaluate the instructional program in the building with reference to established district policies.
- Provide leadership for professional development education programs for personnel.
- Supervision of extra-curricular activities.
- Planning, organizing, and monitoring all teacher assignments for extra-curricular activities.
- Develop and maintain contacts with juvenile agencies in relation to student welfare.
- Oversee preparation of the master schedule, to include coordination and assignment of all teachers and rooms.
- Prepare and submit all information related to data processing.
- Establishing and evaluating all attendance accounting procedures.
- As overall responsible for curriculum development
- Develop performance objectives relative to the expected standards of the students' academic achievement.
- Develop evaluation criteria for measuring student performance.

- Creates a wide variety of written reports and materials (e.g. quantity reports, discipline plans, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Monitor and oversee campus facilities.
- Implement organizational systems related to maintaining campus safety, security, OSHA standards, and emergency procedures.
- Facilitates communication between personnel, patrons, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts as well as communication.
- Responsible for working with the staff to encourage professional improvement of the staff and actively assist all personnel in bringing about improvement in the performance of their duties
- Chair or appropriately delegate the chairing of committees (e.g. curriculum, safety, site advisory, special district committees, discipline, etc.) for the purpose of coordinating activities and ensuring that outcomes achieve school, district and/or state objectives.
- Represents the school in district and community activities for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to school environment.
- Promotes and maintains a positive school culture for students, parents, and staff.
- Ensures student progress is appropriately assessed, recorded, and communicated with parents.
- Perform obligations mandated by laws or Board policy and perform other duties related to the position.

Requirements

Evaluate teachers using OTES

Credentials

Valid Ohio Principal's License

OTES Credentials (May obtain after hired)

Knowledge

- Organizational planning and educational public policy development
- District, state, and national standards
- Assessment practices, data collection and interpretation
- Technology related to instructional practices
- Researched based instructional techniques for implementation of the district's curriculum
- Knowledge of Ohio school law and finance
- Intellectual, emotional and social development of students
- Data analysis to plan instruction

Skills

- Relate well to pupils, parents, other teachers, and school administrators, show mature judgment provide an educational program for students
- Sensitive to the needs of children and parents of different ethnic, cultural, education, and economic backgrounds

- Preserve suitable learning conditions, analyze various group and individual student assessment data (both formative and summative) to evaluate student progress and oversee the modification of instruction in response to evaluation of formative and summative achievement data
- Specific skill-based competencies required to perform the functions of the job including operating standard office equipment as well as preparing and maintaining accurate records
- Analyze the impact of proposed and existing laws

Ability:

- Work with diverse organizations and governmental agencies
- Work effectively with the public, school site personnel, public officials, vendors, and business leaders
- Establish and maintain effective organizational, community, and public relations
- Perform multiple, highly complex, technical tasks
- Develop and influence legislation at the state level
- Ability to read, write, speak and understand the English language
- To work with a variety of instructional groups
- Ability to develop and articulate a district-wide vision leading to achievement for all students
- Use data and assessment to plan and oversee the implementation of instruction
- Communicate clearly and collaboratively with staff, students and parents / guardians

Physical Abilities

Activities vary and are not always predictable as meetings, classes, student populations and individual student needs may change during the course of the school year. The amount of time for each activity varies depending upon daily workload and priority schedules. The position's duties can vary from day to day and moment to moment. A professional may be up and down from the desk area and meeting with students at desks or in groups. Some days, sitting could occur more frequently, and on other days, extended periods of standing and walking could be necessary throughout the workday. The professional must be able to physically respond to possible emergency situations. Note that the listed demands are the district's minimum requirements.

- Lift and carry items up to 25 lbs.
- Ability to hear buzzers and alarms; respond to student needs and emergencies
- Ability to observe students for safety and to respond to student emergencies in classroom and in large outdoor areas
- Bending at the waist, kneeling, crouching, or reaching to assist students
- Walking and standing for extended periods of time
- Sitting in order to work at desks or tables

Limb Coordination:

- Pushing & pulling
- Fine and gross manipulation
- Simple and power grasping
- Reach above, at, and below the shoulder

Note: This position description is not intended to be an exhaustive list of all duties, functions, knowledge, physical requirements, or abilities associated with this position, but are intended to accurately reflect the principle position elements.