

JOB DESCRIPTION

Date: 8/1/2021
Title: Western Elementary Principal
Reports To: Superintendent
Employment Status: Administrative
Days: 221 days
FLSA: Exempt

QUALIFICATIONS

- Master's degree with Ohio certification/license in administration
- Current Ohio administrative or pupil services certificate/license
- Meets all mandated health screening requirements.
- Prefer administrative experience.
- Evidence of successful leadership experience related to curriculum, instructional practices, teacher mentoring and coaching, use of data to support excellence in classroom instruction, assessment development, state testing, intervention programs and school improvement continuous improvement process planning.
- Management experience in overseeing and evaluating work of staff against specified performance goals and outcomes.
- Preferred credentialed OTES evaluator and CPI training.
- Valid driver's license
- Successfully pass a BCI/FBI background check

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Demonstrates a sense of mission for building/district which promotes high standards of performance for staff and students.
- Exhibits leadership qualities in working with staff to implement new programs and ideas.
- Knows and facilitates effective instructional practices and implementation of the curriculum.
- Articulates and sets goals for instructional programs and professional growth of staff.
- Monitor's student achievement through established procedures which provide regularly scheduled progress reports to students and parents, standardized testing, intervention, and grading procedures.
- Observes and evaluates teachers according to the procedures and evaluation instrument adopted by the board of education; makes recommendations regarding employment to appropriate personnel.

- Assesses yearly staff needs and conducts interviews of classified and certified personnel to fill those positions in conjunction with Central Office personnel.
- Creates a climate of positive morale within the building which fosters creativity, risk taking, and trust.
- Keeps abreast of developments in curriculum, instruction and assessment and provides leadership in determining their appropriateness for inclusion in the instructional program.
- Assumes a leadership role in supervising the instructional program.
- Provides staff meetings for the purpose of professional development and information.
- Emphasizes the meaning and use of standardized test results as documented by the agendas of staff meetings.
- Leads in the development, determination of appropriateness, and monitoring of the instructional program.
- Uses results of standardized and teacher-made tests to develop appropriate educational strategies for students.
- Ensures that a variety of formative and summative assessments are used, i.e., teacher-made tests, checklists, projects and student work.
- Requires teachers to maintain proper documentation of student progress.
- Maintains positive relationships with students, parents, and teachers.
- Conveys high expectations for students, staff, and self by rewarding improved performance.
- Utilizes all resources of the school system and the community in developing the most effective educational program.
- Encourages professional growth and development by announcing meetings and encouraging staff to participate in system wide staff development opportunities.
- Establishes building procedures, maintains school records, schedules routine duties, classes, and activities.
- Communicates with superiors, staff, and students, parents through handbooks, newsletters, communiques, and letters.
- Is familiar with and administers and communicates district policies and procedures.
- Delegate's authority and responsibility appropriately and effectively.
- Arranges substitute employment for certified staff and appropriate classified personnel.
- Prepares and submits all necessary forms and reports as requested.
- Supervises classified staff and makes employment recommendations to appropriate Central Office personnel.
- Submits data to the treasurer for the development of appropriations.
- Plans and administers budget to maximize the use of the resources available.
- Responsible for requisitioning necessary supplies, curricular materials and equipment for the efficient school operation and maintaining activity accounts.
- Determines procedures to govern discipline of pupils within state law and district policy.
- Oversees student placement to available specialized programs.
- Responsible for the general safety of students including provisions for fire/tornado drills.
- Maintains proper inventories of equipment and supplies and oversees their effective use.
- Facilitates the use of building by school-related organizations and community groups.
- Recommends needed building repairs or remodeling to appropriate Central Office personnel.

- Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
- Guide's development, implementation, and evaluation of pre-service and in-service training programs for professional personnel.
- Encourages the development, publication and use of new instructional materials by the professional staff.
- Provides staff leadership to ensure understanding of and promotion of the educational objectives of the district and plans and administers programs of in-service educational activities for instructional personnel.
- Studies and evaluates, and, as appropriate, recommends adoption of new instructional materials, methods and programs and assists in budget preparation for newly approved instructional programs as related to instructional supplies, equipment, and materials.
- Engages in an ongoing evaluation of the effectiveness of the instructional program.
- Initiates and maintains effective liaison with other school districts and with independent schools to keep abreast of new educational developments and ideas.
- Enforces school district rules and regulations, Board of Education policies and the Ohio Educator Standards. Disciplines teaching and nonteaching staff found to be in violation of these rules, policies and standards.
- Coordinates the district's Preschool program.
- Performs other duties as assigned by the superintendent.

PERSONAL QUALITIES

- Manages individual and group interactions skillfully and respecting diversity
- Possesses a high level of professional and ethical standards
- Creates growth environments for others in the organization
- Values positive relationships and relates well with others
- Motivates others through modeling of expected behaviors and demonstrates a high work orientation
- Possesses strong written and oral communication skills; is a skilled communicator
- Takes initiative
- Operates as a highly organized administrator, is well prepared and possesses well defined professional order and structure
- Demonstrates a collaborative approach by having a willingness and ability to work with and through others

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties.
- Occasional exposure to blood, bodily fluids, and tissue

- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention.
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms.

EVALUATIONS

Performance will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Administrative Personnel, and the Ohio Principal Evaluation System (OPES).

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

Employee Signature

Date Received