

**Elementary Principal
Wildwood Elementary
Start Date: 2021-2022 School year
Pay: Per salary schedule and Experience**

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Middletown City School District
Job Description

Principal

EMIS Position Code 108

Qualifications

1. Baccalaureate degree in teaching field.
2. Master's degree or higher in Educational Leadership/Administration.
3. Hold a current and valid State of Ohio certification/license. (Valid Ohio Principal or Superintendent License)
4. Minimum of five years successful classroom teaching and building administration experience preferred
5. Appropriately credentialed in teacher evaluations preferred.
6. Acceptable BCII report and FBI report.
7. Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
8. Ability to meet all job expectations and objectives.

Supervises

Supervises all building level staff members, Assistant Principal (s), students, and occasionally university students.

Job Goals

1. To provide quality educational experiences for all students.
2. To provide an organized, clean, safe environment for students and staff.
3. To use leadership, supervisory, and administrative skills so as to support building personnel promoting the educational development of each and every student.
4. To create and implement strategies to improve teaching and learning as an educational/instructional leader.
5. To further the mission and vision of the school district.
6. To support the implementation of a rigorous, relevant curriculum through challenging, engaging class interactions.
7. To monitor and evaluate teaching and learning in all classrooms.
8. To assure that all students reach their potential and to develop lifelong love of learning in students.
9. To use a variety of data types to inform instructional practice.
10. To foster and develop positive relationships with parents and the community.

Reporting

Middletown City School District Superintendent/Superintendent's Designee

Performance Responsibilities

1. Ensure the safety of students and staff.
2. Convey high expectations for students, staff, and self by rewarding improved academic performance.
3. Demonstrate a sense of mission for building/district which promotes high standards of performance for staff and students.
4. Serve in the capacity of Instructional/Educational Leader. Exhibit leadership qualities in working with staff to implement new programs and ideas.
5. Know and facilitate effective instructional practices and implementation of the curriculum.
6. Articulate and set goals for instructional programs and professional growth of staff.
7. Monitor student achievement through established procedures which provide regularly scheduled progress reports to students and parents, standardized testing, intervention, and grading procedures.
8. Observe and evaluate teachers according to the procedures and evaluation instrument adopted by the board of education; makes recommendations regarding employment to appropriate personnel.
9. Recommend to the Superintendent continuation or non-continuation of employment of teaching staff.
10. Utilize Ohio Academic Content Standards as a guide for lesson planning.

Continued:

11. Lead and attend staff meetings and district professional development programs. Participate in grade level/departmental and teacher/principal conferences as scheduled.
12. Assess yearly staff needs and conduct interviews of classified and certified personnel to fill those positions in conjunction with Central Office personnel.
13. Create a climate of positive morale within the building which fosters creativity, risk taking, and trust.
14. Keep abreast of developments in curriculum, instruction and assessment and work with Curriculum Department on implementation and monitoring of district initiatives.
15. Emphasize the meaning and use of standardized test results as documented by the agendas of staff meetings.
16. Ensure that a variety of formative and summative assessments are used, i.e., district developed, teacher-made tests, checklists, projects and student work.
17. Require teachers to maintain proper documentation of student progress.
18. Maintain positive relationships with students, parents, teachers and other district administrators.
19. Utilize all resources of the school system and the community in developing the most effective building programs.
20. Encourage professional growth and development by announcing meetings and encouraging staff to participate in system wide staff development opportunities.
21. Establish building procedures, maintain school records, schedule routine duties, classes, and activities.
22. Communicate with superiors, staff, and students, parents through handbooks, newsletters, communiques, and letters.
23. Delegate authority and responsibility appropriately and effectively.
24. Arrange substitute employment for certified staff and appropriate classified personnel.
25. Supervise classified staff and make employment recommendations to appropriate Central Office personnel.
26. Submit data to the treasurer for the development of building budget.
27. Plan and administer budget to maximize the use of the resources available.
28. Responsible for requisitioning necessary supplies, curricular materials and equipment for the efficient school operation and maintaining activity accounts.
29. Determine procedures to govern discipline of pupils within state law and district policy.
30. Oversee student placement to available specialized programs.
31. Maintain proper inventories of equipment and supplies and oversee their effective use.
32. Facilitate the use of building by school-related organizations and community groups.
33. Recommend needed building repairs or remodeling to appropriate Central Office personnel.
34. Provide staff leadership to ensure understanding of and promotion of the educational objectives of the district.
35. Be highly visible throughout the school.
36. Attend Board meetings; at Superintendent's request, prepare and present reports to the Board.
37. Plan and supervise fire and tornado drills and other emergency preparedness programs.
38. Attend and supervise special events, functions and athletic events/extra-curricular activities. Ensure that after-school activities are chaperoned and that the building is closed after such activities have concluded.
39. Maintain respect at all times for confidential information, e.g., student files, IEPs, multi-factored evaluations, psychological testing, state test scores, medical records, personnel files, documentation for legal proceedings.
40. Schedule educational assemblies for the student population.
41. Counsel students regarding their academic, social and personal problems in cooperation with guidance counselors.
42. Respond to, and appropriately resolve inquiries and concerns of parents.
43. Make contacts with the public with tact and diplomacy.
44. Prepare all reports and maintain such records as required by school law, regulation, or request of the Superintendent.
45. Report serious accidents, burglaries and incidents of an unusual nature to the proper authorities as quickly as possible.
46. Promote good public relations.
47. Serve as a role model for students.
48. Familiar with and administers and communicates all district policies and procedures.
49. Responsible for the registration, assignment, promotion and/or retention of all students.
50. Monitor the expenditure of funds.
51. Coordinate custodial service at the school with the maintenance supervisor.
52. Maintain control of all inventories, requisitions, distribution and accounting for supplies, textbooks and equipment.
53. Develop and enforce policies regarding proper protection of equipment and property, observance of school laws, and safety procedures.

Continued:

54. Manage staff assignments and assist in the development of the building master schedule.
55. Uphold district policies and procedures.
56. Demonstrate professionalism, exhibit a professional attitude, and model appropriate behavior.
57. Perform other duties as assigned by the Superintendent/Superintendent's Designee.

Other information associated with this position

Additional working conditions may include:

1. Occasional requirement to travel, both daily and overnight.
2. Frequent weekend and evening work.
3. Occasional exposure to blood, bodily fluids and tissue.
4. Frequent interaction among unruly children.
5. Occasionally lift, carry, push, and pull various items up to a maximum of 40 pounds (100 pounds on wheels), e.g., paper boxes, deliveries of supplies and equipment.
6. Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop.
7. Occasional operation of a vehicle in inclement weather conditions.

Status: Exempted

Employment Status: 205-225 days

This job description is only to be interpreted as a basic guideline of your job responsibilities. As a district employees may be required to perform duties as assigned that may not appear on this job description. District personnel will be required to follow the instructions and perform the duties required by their supervisor, appointing authority, or designee.

Revised: 03/17/14