

May 30, 2024

VACANCY NOTICE

Administrative Position

The Crestline Board of Education is accepting applications for the following Administrative position for the 2024/2025 school year:

Principal

Assignment: Crestline Elementary School (Grades PK-5)

Emphasis: Will lead school improvement efforts at the elementary level with the goals of establishing a culture of staff and student accountability, improving student achievement in the core areas of reading, writing, and mathematics, and increasing parent and community involvement.

The position reports to the Superintendent/CEO.

Pay & Benefits: TBD

Required:

- Appropriate Ohio Principal License.
- Must obtain OTES 2.0 certification.
- At least five (5) years of successful experience as an elementary classroom teacher or intervention specialist.
- Familiarity with the Ohio Improvement Process (OIP).
- Must possess leadership and management skills including the ability to prioritize tasks, meet deadlines, and follow through on commitments.
- Effective communication skills: written, verbal, listening, and interpersonal.

Note: Please refer to the attached job description for additional information.

Application Procedure:

Send an email expressing interest to Mr. James Saxer, Superintendent
saxer.james@crestlinebulldogs.org

or

Mail to Crestline Board of Education, 401 Heiser Ct., Crestline, Ohio 44827

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OB DESCRIPTION

Building Principal: Elementary School

Reporting

Reports To: Superintendent

Performance Responsibilities

1. Demonstrates a sense of mission for building/district which promotes high standards of performance for staff and students.
2. Exhibits leadership qualities in working with staff to implement new programs and ideas.
3. Knows and facilitates effective instructional practices and implementation of the curriculum.
4. Articulates and sets goals for instructional programs and professional growth of staff.
5. Monitors student achievement through established procedures which provide regularly scheduled progress reports to students and parents, standardized testing, intervention, and grading procedures.
6. Observes and evaluates teachers according to the procedures and evaluation instrument adopted by the board of education; makes recommendations regarding employment to appropriate personnel.
7. Assesses yearly staff needs and conducts interviews of classified and certified personnel to fill those positions in conjunction with Central Office personnel.
8. Creates a climate of positive morale within the building which fosters creativity, risk taking, and trust.
9. Keeps abreast of developments in curriculum, instruction and assessment and provides leadership in determining their appropriateness for inclusion in the instructional program.
10. Assumes a leadership role in supervising the instructional program.
11. Provides staff meetings for the purpose of professional development and information.
12. Emphasizes the meaning and use of standardized test results as documented by the agendas of staff meetings.
13. Leads in the development, determination of appropriateness, and monitoring of the instructional program.
14. Uses results of standardized and teacher-made tests to develop appropriate educational strategies for students.
15. Ensures that a variety of formative and summative assessments are used, i.e., teacher-made tests, checklists, projects and student work.
16. Requires teachers to maintain proper documentation of student progress.
17. Maintains positive relationships with students, parents, and teachers.
18. Conveys high expectations for students, staff, and self by rewarding improved performance.
19. Utilizes all resources of the school system and the community in developing the most effective educational program.
20. Encourages professional growth and development by announcing meetings and encouraging staff to participate in system wide staff development opportunities.

21. Establishes building procedures, maintains school records, schedules routine duties, classes, and activities.
22. Communicates with superiors, staff, and students, parents through handbooks, newsletters, communiques, and letters.
23. Is familiar with and administers and communicates district policies and procedures.
24. Delegates authority and responsibility appropriately and effectively.
25. Arranges substitute employment for certified staff and appropriate classified personnel.
26. Prepares and submits all necessary forms and reports as requested.
27. Supervises classified staff and makes employment recommendations to appropriate Central Office personnel.
28. Submits data to the treasurer for the development of appropriations.
29. Plans and administers budget to maximize the use of the resources available.
30. Responsible for requisitioning necessary supplies, curricular materials and equipment for the efficient school operation and maintaining activity accounts.
31. Determines procedures to govern discipline of pupils within state law and district policy.
32. Oversees student placement to available specialized programs.
33. Responsible for the general safety of students including provisions for fire/tornado drills.
34. Maintains proper inventories of equipment and supplies and oversees their effective use.
35. Facilitates the use of building by school-related organizations and community groups.
36. Recommends needed building repairs or remodeling to appropriate Central Office personnel.
37. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
38. Guides development, implementation and evaluation of pre-service and in-service training programs for professional personnel.
39. Encourages the development, publication and use of new instructional materials by the professional staff.
40. 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.
41. 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.
42. Engages in an ongoing evaluation of the effectiveness of the instructional program.
43. Initiates and maintains effective liaison with other school districts and with independent schools in order to keep abreast of new educational developments and ideas.
44. 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.
45. Coordinates the district's Preschool program.
46. Performs other duties as assigned by the superintendent.

Terms of Employment

The Terms of Employment for this position are defined by the Board of Education.

Evaluation

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).

Adopted: 07-30-2019