

DATE POSTED: April 11, 2024

WARREN LOCAL SCHOOL DISTRICT
220 Sweetapple Road
Vincent, OH 45784

NOTICE OF ANTICIPATED VACANCY – ADMINISTRATIVE
2024-2025 SCHOOL YEAR

Vacancy: Assistant Principal – Warren Elementary School
Qualifications: Ohio Principal Certification
Salary: Commensurate with Qualifications and Experience
Deadline: Posted until filled

Contact: Kyle R. Newton, Superintendent
Warren Local Schools
220 Sweetapple Road
Vincent, OH 45784
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kyle.newton@warrenlocal.org

ALL INTERESTED APPLICANTS
SEND NOTICE OF INTEREST, RESUME,
REFERENCES, & COPY OF LICENSE TO:
Vicki Lowe
vicki.lowe@warrenlocal.org

It is the policy of the Warren Local School District that educational activities, employment, programs, and services are offered without regard to race, color, creed, national origin, citizenship status, political affiliation, age, gender, military status, ancestry or disability.

Job Description

Warren Local School District

Position: Assistant Principal
Reports To: Building Principal, Superintendent
FLSA Status: Exempt
Salary Schedule: Administrative

General Description

The Assistant Principal is generally responsible for assisting the building principal with the operational and educational leadership of the building. The Assistant Principal should be an educational leader that aspires to improve his or her building by working towards the goals and vision of the building and district. Collaboration, communication, and dedication should be a priority while performing the duties of this position.

Qualifications

1. Master's degree from accredited college or university.
2. State of Ohio administrator's certificate/license.
3. Successful classroom teaching experience.
4. Such alternative to the above qualifications as the superintendent may find appropriate.

Performance Responsibilities

1. Ensure safety of students and staff.
2. Serve as a role model for students, staff, and the community.
3. Maintain respect at all times for confidential information, e.g., student files, student IEPs, medical records, personnel files, documentation for legal proceedings.
4. Interact, communicate, and engage with students, staff, and the community in an appropriate, positive, respectful, and professional manner.
5. Assist the building principal in the operational and educational administration of the school.
6. Administer the school in the absence of the principal.
7. Provide general supervision to students.
8. Assist and/or provide the supervision of the maintenance of accurate student, staff, and operational records and data collection.
9. Maintain a high standard for student conduct and control in accordance with the due process to the rights of students.
10. Monitor, implement, and enforce all building and/or district rules, policy, and procedures.
11. Assist and/or provide leadership, supervision, and oversight of extra curricular, co curricular, and athletic events inside and outside the regular school day.
12. Assist and/or provide oversight of student discipline, attendance, and general supervision.
13. Assist and/or provide leadership, supervision, and oversight of the special education programing, meetings, etc of the building.
14. Assist and/or provide leadership, supervision, and oversight of the student handbook and/or other guiding documents.

15. Assist and/or provide leadership, supervision, and oversight with coordinating the development of the instructional programs and the master work schedule.
16. Assist with supervising and evaluating all staff under his/her supervision in accordance with negotiated agreements.
17. Assist and/or provide leadership, supervision, and oversight in the implementation in the educational and instructional oversight of the teaching staff.
18. Arrange, coordinate, and participate in conferences between parents and teachers when appropriate.
19. Cooperate in securing and assigning substitute employees in the absence of the designated personnel.
20. Assist and/or provide leadership, supervision, and oversight in implementing and creating programs that improve the instruction of the building and district.
21. Respond to and appropriately handle complaints of students, parents, and community members.
22. Work cooperatively with booster/parent teacher organizations.
23. Serve with parent, faculty and student groups as requested.
24. Assist in supervising the proper operations of the buildings, grounds and other school property in accordance with all local and state requirements.
25. Assist and/or provide leadership, supervision, and oversight in the preparation and supervision of safety drills and other emergency preparedness programs.
26. Report serious accidents, burglaries and incidents of an unusual nature to the proper authorities as quickly as possible. A written report is required.
27. Attend meetings, in-services, special events, and functions of the district as directed by the principal and/or other central administration.
28. Prepare all reports and maintain such records as required by school law, regulation, or request of the principal and/or other central administration.
29. Cooperate with juvenile court authorities and other law and social enforcement agencies.
30. Other duties as assigned by the building principal and/or superintendent.

Knowledge, Abilities, Skills

1. Ability to work effectively with others.
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
3. Effective, active listening skills.
4. Organizational and problem solving skills.
5. Knowledge of Ohio school law.
6. Ability to lead and motivate staff and students.
7. Ability to resolve problems in an efficient and effective manner.
8. Team building skills.
9. Knowledge of educational administration.
10. Knowledge of curriculum and successful teaching strategies.
11. Able to work with people.
12. Identify and express concerns to supervisors.

13. Be punctual and maintain a good attendance record.
14. Exercise critical judgements, set priorities, organize and complete tasks efficiently.
15. Utilize communication skills.

The job description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the superintendent or designee.

Principal/Supervisor

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I further certify that I have reviewed the contents of my job description.

Signature

Date

Board Approved: March 21, 2005

Revised: _____

pc: Personnel File