

replaced 9/2011

Galion City Schools' Job Description
ATHLETIC DIRECTOR

Reports to and evaluated by: Director of Operations

Qualifications:

1. Valid (State) teacher certification.
2. Master's Degree preferred.
3. Previous experience as a coach is desirable.
4. Knowledge of the overall operation of an athletic program including public relations and budgeting/financial skills.

Job Goals: To provide for overall management leadership, and coordination among the various sports to facilitate programs that provide youngsters worthwhile learning experience.

Supervises: Assist the Director of Operations in supervision of coaches and others involved in school programs.

Performance Responsibilities:

1. Responsible to and works under the direction of the Director of Operations.
2. Responsible for administrating all interscholastic athletic policies and procedures for grades 7-12 working within the confines of the Rules and By-laws of the Galion High School and the Ohio High School Athletic Association.
3. Supervises, recommends, and evaluates (with the assistance of the Director of Operations) all head coaches, cheerleader advisors, and program needs. Makes sure that each head coach provides a written evaluation of each assistant coach in his/her program. Maintains current CPR and sports medicine certification records for each coach on staff.
4. Responsible for recommending all new coaching candidates and is A member of the selection committee for all new head coaches.
5. Responsible to work with the Supervisor of Maintenance and Transportation for the continued maintenance, repair, and Improvement of all athletic facilities owned by the District.
6. Responsible for the development of all interscholastic game Schedules supported by a copy of the contract form in his files and the publications of all schedules.
7. Responsible for contracting all game officials except those assigned by the Northern Ohio League.

8. Interprets Board Policy to the extent necessary to provide guidance For the coaches under his supervision.
9. Attempts to resolve conflicts that may develop within the ranks of Athletic Department.
10. Develops a yearly budget for the athletic program and works with The Director of Operations to find ways of supporting and financing the athletic program.
11. Submits financial reports to the Director of Operations as requested, and prepares and updates a five-year plan for expenditures including projected income and expenses and uniform rotations.
12. Makes arrangements with Director of Operations for bus transportation and arranges lodging and meals when necessary.
13. Receives accurate equipment price quotations from head coaches, evaluates each request as it pertains to the budget and creates requisitions.
14. Attends all home athletic contests and/or arranges for proper supervision by administrators and teachers.
15. Acts as or designates a tournament manager for all league and tournament activities that are assigned or accepted by the school district.
16. Sends reminders of coming events to schools and officials.
17. Works with the Director of Operations (in consultation with the head coaches) to cancel or postpone contracted events because of non-playing conditions.
18. Supervises all radio and television broadcasts, as well as public address system operation at the various games.
19. Supervises the upkeep of a permanent file of players, medical examinations, insurance forms, records, parent consent forms and payments.
20. Maintains permanent records for all sports, including coaches' names, wins and losses, outstanding achievements and records and letterman.
21. Maintains a file of all "denials of participation" and makes sure that each athlete is given "due process" when involved in a situation that may lead to denial of participation.
22. Responsible for determining scholastic eligibility of all candidates for athletic teams according to both Galion City Schools rules and the rules of the Ohio High School Athletic Association and for certifying their eligibility on the proper state forms.
23. Coordinates coaching requests to attend clinics with the Director of Operations.

24. Works with the Director of Operations, principals, coaches and cheerleading advisors to schedule all athletic assemblies and pep rallies.
25. Coordinated the use of all athletic facilities by outside groups with the Director of Operations and the Treasurer.
26. Supervises game management at all high school and middle school interscholastic contests. When admission is charged the Athletic Director is responsible for the safe keeping and timely deposit of gate receipts in a manner recommended by the policies and financial practices of the Board of Education.
27. Provides for the cleaning, repair, storage and inventory of all equipment.
28. Establishes procedures for the control of the training and weight rooms.
29. Arranges for medical personnel to be in attendance at all home contests where it is deemed necessary.
30. Works with coaches to schedule all practices and contests.
31. Plans, organizes and works with coaches to provide awards for all teams. Involves the boosters, the parent clubs and the principals.
32. Promotes publicity for all interscholastic sports.
33. Hires or makes necessary arrangements to provide ushers, parking, security, ticket takers, and other services required by the athletic operation.
34. Works with the Director of Operations to represent the school at all league, district, regional or state meetings.
35. Works out a reasonable and equitable program for the utilization of the concession stands.
36. Schedules physical examinations for all athletic participants.
37. Responsible for the operation and organization of the press boxes during football and track season.
38. Serves as the liaison between coaches, the Booster Club, parents Clubs and attends meetings as per need.
39. Assists the administration in the preparation and the distribution of complimentary tickets.
40. Maintains an active program that promotes sportsmanship and welcomes the competing teams, guests and officials.
41. Responsible for an annual review of the athletic policy as printed in the student handbook. Makes recommendations for changes in policy to the principals.
42. Constantly evaluates all athletic programs, always seeking ways to improve programs.
43. Oversees the publication of the football and basketball game programs, including the sale of sponsor and patron ads.

44. Works with Supervisor of Maintenance and Director of Operations to assign keys to athletic facilities and buildings.
45. Responsible for annually reviewing athletic policy as printed in student and staff handbooks.
46. Performs other duties assigned by the Director of Operations or the Superintendent.

Board Adopted October 11, 1990
Rewritten on October 26, 2010
Approved by Board on

Galion City Schools' Job Description MIDDLE SCHOOL PRINCIPAL

- Reports to: Superintendent
- Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of Administrative Personnel. Evaluated by Superintendent or his designee.
- Qualifications:
1. A master's degree or higher, from an accredited university, with a major in educational administration.
 2. A valid Ohio state certificate to practice as a middle school principal.
 3. At least three year's experience in elementary or secondary public school administration and supervision.
 4. At least two years' successful experience as a classroom teacher.
 5. Such alternatives to the above qualifications as the Board finds appropriate and acceptable.

Job Goals:

To make the school facility an attractive, pleasant, and productive place in which to work and learn. By use of leadership, supervisory, and administrative skills, to manage the Middle School so as to promote the educational development of each student. To create a unique learning atmosphere that aids the student from the transition from childhood to adolescence.

- Supervises: Personnel assigned to school building as follows:
1. Middle School teaching staff, including para-professionals.
 2. Other professional staff.
 3. All non-professional staff.
 4. All other personnel assigned to school.

Performance Responsibilities:

1. Board Policy
 - a) Assumes responsibility for the implementation and observance of all Board policies and administrative rules and regulations by the school's staff and students.
 - b) Performs other duties as assigned by the Superintendent.
 - c) Implements Galion City School Board Policies and administrative rules and regulations relating to the operation of the Middle School.
2. Teachers
 - a) Supervises the instructional staff in the development and implementation of curriculum and student activities.
 - b) Evaluates and counsels all staff members regarding their individual and group performance.
 - c) Cooperates with college and university officials regarding teacher training and preparation.
 - d) Supervises and directs all professional, para-professional, administrative, and nonprofessional personnel assigned to the school in the performance of their duties.

- e) Assists in the recruiting, screening, hiring, training, assigning and evaluating of the school's professional staff.
- f) Directs or assists in the inservice orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
- g) Makes arrangements for special conferences between parents and teachers.
- h) Recommends the removal of a teacher whose work is unsatisfactory, according to established Board of Education procedures.
- i) Fosters good interpersonal relations among staff.
- j) Observes and administers in the day-to-day management of the school, Board policies and administrative regulations, budget allocation limitations, and employee and other contracts.
- k) Assumes responsibility for effective and accurate written and oral communication to teachers as required to implement Board policy, administrative rules and regulations and program administration. Works to dispel inaccurate communication within the building and school district. Works to foster harmonious working relationships.
- l) Orients newly assigned staff members and certified personnel and assists in their development.

3. Community

- a) Exerts leadership in the adaptation of the general program of education approved by the Board of Education to meet the needs of the Galion community.
- b) Develops a program of public relations in order to maintain favorable relationships with local community groups and individuals. Fosters understanding and solicits support for overall school objectives and programs, both curricular and extra – curricular. Interprets Board policies and administrative directives. Discusses and resolves individual student problems. Fosters harmonious relationship with parents and community.
- c) Interprets the school's program to the community and enlists the participation of the community in school life.
- d) Exerts leadership as a mediator and diplomat in working with the various community groups.
- e) Assumes responsibility for effective and accurate written and oral communication to the community as required to implement Board policy, administrative rules and regulations and program administration. Works to dispel inaccurate communication with the building and school district.
- f) Maintains an awareness of factors outside the school, which affect the school program.
- g) Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school activities.

4. Students

- a) Develops and maintains high standards of student conduct and enforces discipline as necessary, according to the due process rights of students.
- b) Supervises the maintenance of accurate records on the progress and attendance of students.
- c) Assumes responsibility for the conduct, health and attendance for Middle School students.
- d) Assumes responsibility for the class scheduling of Middle School students.
- e) Approves all curricular and extra – curricular field trips taken by students assigned to the Middle School.
- f) Conducts suspension hearings in accordance with the Ohio Revised Code.
- g) Asserts leadership in times of civil disobedience in school in accordance with established Galion City School Board Policy.
- h) Coordinates the schools pupil personnel services including special education programs.
- i) Assumes responsibility for publishing a student handbook.
- j) Assumes responsibilities for overseeing athletics and other extra – curricular activities.
- k) Assumes the leadership of and coordinates the full range of extracurricular activities.
- l) Develops methods for evaluating student progress toward stated educational objectives in an objective manner.

- m) Assumes responsibility for effective and accurate written and oral communication to students as required to implement Board policy, administrative rules and regulations and program administration. Works to dispel inaccurate communication within the building and school district. Works to foster harmonious relationships with students.
- n) Fosters good interpersonal relations among students.
- o) Creates a pleasing learning and social environment for students making a transition from elementary to Middle School.
- p) Visits, along with guidance counselors, incoming elementary students to orient them to the uniqueness of their future middle school experience.
- q) Establishes guides for proper student conduct and maintains student discipline.

5. Budget

- a) Reports to appropriate central office administrative officers regarding the needs of the school with respect to personnel, equipment, supplies and curriculum.
- b) Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
- c) Maintains and controls the various local funds generated by student activities in accordance with school board policy and administrative rules and regulations.
- d) Assumes fiscal responsibility for preparation of budget requests and assumes responsibility to administer approved budget productivity within the building in all programs and with all staff.

6. Administration

- a) Keeps the superintendent and district office personnel informed of the school's activities and problems.
- b) Assumes responsibility to work harmoniously, cooperatively, and educationally productively with other school district administrators.
- c) Makes significant contributions to the development of the administrative team to the benefit of the school district.
- d) Assumes personal appearance responsibility befitting the instructional leader role in the building.
- e) Acts as a liaison with the Senior High Administration to assure an orderly progression of a student's educational progress.
- f) Supervises the preparation and submission of all school reports for the district office.
- g) Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- h) Prepares such reports as may be required by local, state and federal agencies.
- i) Delegate's authority to responsible personnel to assume responsibility for the school in the absence of the principal.

7. Curriculum and Instruction

- a) Utilizes all resources of the school system and the community in developing the most effective educational program for the Galion Middle School.
- b) Assists in the ongoing development, revisions, and evaluation of the curriculum and other school programs.
- c) Initiates creative and innovative educational programs and methodology in cooperation with central administrative staff to improve learning.
- d) Monitors the implementation of the Board adopted curriculum and institutes improvements where necessary in the curriculum implementation.
- e) Recognizes the needs of emerging youth and constructs programs to meet these needs.
- f) Directs the instructional staff in obtaining maximum educational benefit from their middle school learning suites.
- g) Implements and supervises the Galion Middle School's special education programs.
- h) Supervises the Middle School special education programs and professional staff.

- i) Studies the educational needs of the Middle School and develops plans for meeting them.
- j) Establishes and maintains an effective learning climate in the Middle School.
- k) Assists the departments and the department chairmen in the ongoing improvement of the school curriculum.

Coordination

- a) Consults regularly with and coordinates the services of the resource personnel available to the Galion City Schools so that all classroom teachers and other professional staff may receive effective assistance.
- b) Supervises the guidance program to enhance individual student education and development.
- c) Coordinates and supervises such support services as maintenance, security, food services, recreational programs, financial and accounting functions, library activities, etc. Supervises and evaluates classified employees assigned to the building.
- d) Works with various members of the central administrative staff on school problems of more than inschool import, such as transportation, special services, and the like.
- e) Delegates work effectively to appropriate personnel.

9. Meetings

- a) Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
- b) Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
- c) Conducts staff meetings to keep members informed of policy changes, new programs, and as necessary for the proper functioning of the school.
- d) Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.

10. School Plant

- a) Assumes responsibility for the safety and administration of the school plant.
- b) Assumes responsibility for maintaining the appearance of the building in a clean and attractive fashion.

11. Safety - Health

- a) Plans and supervises fire and tornado drills and an emergency preparedness program.
- b) Assumes responsibility for the attendance, conduct, and health of students.

Board Approved 11/18/80

Galion City Schools' Job Description

ASSISTANT MIDDLE SCHOOL PRINCIPAL

Reports to: Middle School Principal

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel. Evaluated by Middle School Principal and Central Office Personnel.

Qualifications:

1. A master's degree or higher, from an accredited university, with a major in educational administration, or a major deemed suitable by the Board.
2. A valid teaching certificate to practice educational administration in a Middle School.
3. At least three years successful experience as a classroom teacher.
4. Such alternatives to the above qualifications as the Board finds appropriate and acceptable.

Job Goals:

To relieve the Middle School Principal of such impediments as to prevent him from fulfilling his chief responsibility of promoting the educational well being of each student in the school. In addition, to maintain the school attendance records in accordance with local policy and state directives and to implement the Middle School athletic program in accordance with the philosophies of both the Galion City Schools and Galion Middle School.

Performance Responsibilities:

1. Board Policy

- a) Assumes responsibility for the implementation and observance of all Board policies and administrative rules and regulations by the school's staff and students.
- b) Performs other duties as assigned by the Superintendent or Middle School Principal.
- c) Implements Galion City School Board Policies and administrative rules and regulations relating to the operation of the Middle School.

2. Teachers

- a) Assists in the supervision of instructional staff in the development and implementation of curriculum and student activities.
- b) Assists the principal in the evaluation of staff members regarding their individual and group performances.
- c) Supervises and directs all para-professional, administrative and nonprofessional personnel as assigned by the principal.
- d) Will act in a classroom in teachers' absence in emergency situations.
- e) Fosters good interpersonal relations among staff.
- f) Assists in the planning and execution of needed in-service programs for staff.
- g) Assumes responsibility for effective and accurate written and oral communication to teachers as required to implement Board policy, administrative rules and regulations and program administration. Works to dispel inaccurate communication within the building and school district. Works to foster harmonious working relationships.
- h) Makes arrangements for special conferences between parents and teachers.

- i) Assists in the orientation of newly assigned staff members and certified personnel and assists in their development.
- j) Assists the Principal in the “checking out” of staff members at year’s end.

Community

- a) Exerts leadership in the adaptation of the general program of education approved by the Board of Education to meet the needs of the Galion community.
- b) Assists in the implementation of a program of public relations program in order to maintain favorable relationships with local community groups and individuals. Fosters understanding and solicits support for overall school objectives and programs, both curricular and extra-curricular. Interprets Board policies and administrative directives. Discusses and resolves individual student problems. Fosters harmonious relationships with parents and community.
- c) Interprets the school’s program to the community and enlists the participation of the community in school life.
- d) Exerts leadership as a mediator and diplomat in working with the various community groups.
- e) Assumes responsibility for effective and accurate written and oral communication to the community as required to implement Board policy, administrative rules and regulations and program administration. Works to dispel inaccurate communication within the building and school district.
- f) Maintains an awareness of factors outside the school which affect the school program.
- g) Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school activities.

4. Students

- a) Disposes of individual or group discipline cases assigned to the Assistant Principal’s Office.
- b) Counsels students individually or in a group in the prevention or resolution of disciplinary problems.
- c) Refers students to the school guidance counselor when personal counseling is deemed desirable.
- d) Works cooperatively with the school counselor to effectively remediate student behavior problems.
- e) Arranges and administers conferences with parties concerned with discipline in the school; students, parents, and teachers.
- f) Consults with the school principal on any discipline cases where the disposition may involve suspension or expulsion.
- g) Continually reviews the school district policy on discipline and makes suggestions for its improvement.
- h) Assists the Middle School principal in the evaluation of the school activities program.
- i) Assists, yearly, the Middle School principal in the editing of the student handbook, including guidelines for proper student conduct.
- j) Assists in the building of the Middle School athletic schedule.
- k) Assists in the building of student schedules.
- l) Assists in developing good interpersonal relations among students.
- m) Develops and maintains high standards of student conduct and enforces discipline as necessary.
- n) Assumes responsibility for effective and accurate written and oral communication to students as required to implement Board policy, administrative rules and regulations, and program administration. Works to dispel inaccurate communication within the building and school district. Works to foster harmonious relationships with students.
- o) Fosters good interpersonal relations among students.

5. Supervision

- a) Supervises the clerical functions of school attendance as required by local policy and state law.
- b) Prepares those attendance records required by local, state and federal reporting systems.
- c) Checks school attendance each period, for every pupil, each day the Middle School is in session.

- d) Judges the merit of every unexcused absence and tardy instance by pupils and recommends appropriate actions.
- e) Initiates contact with parents or guardians when an attendance problem surfaces for an individual student.
- f) Conducts a parent conference with each parent or guardian presenting an attendance problem in accordance with local or state school attendance policy.
- g) Conducts with the principal, those student hearings that deal with an attendance problem.
- h) Serves as the school liaison with the Juvenile Court when an attendance problem is involved.
- i) Fosters good school community relations by making the community aware of the Middle School attendance policy.
- j) Requisitions, in cooperation with appropriate staff members supplies and equipment necessary to implement school attendance policy.

6. Athletics

- a) Organizes and administers the overall program of extra curricular athletics, both intramural and interscholastic.
- b) Fosters good school community relations by keeping the community aware of and responsive to the athletic program.
- c) Assumes responsibility under the athletic director for the organization and scheduling of all middle school interscholastic athletic events.
- d) Hires officials, announcers, and supervisors as required. Share general responsibility for the proper supervision of home games with the middle school principal.
- e) Arranges transportation for athletic contest participants.
- f) Develops and places into operation rules and regulations governing the conduct of athletic activities.
- g) Establishes the physical and academic requirements of eligibility for participation in each sport, and verifies each athlete's eligibility.
- h) Arranges all details of visiting teams needs, and assistance, as appropriate.
- i) Makes all necessary arrangements for the use of non-school playing fields and facilities in cooperation with the athletic director.
- j) Arranges the practice schedules for the coaches on the fields and in the gymnasiums in cooperation with the office.
- k) Verifies a physical examination of all athletes prior to the beginning of each season.
- l) Administers the insurance program covering school athletes, and assumes responsibility for all processing of reports and claims.
- m) Keeps records of the results of all middle school athletes' contests.
- n) Directs an in-school, extracurricular program designed to foster support for the athletic teams and school spirit among non-participants.
- o) Plans and supervises an annual recognition program for school athletes.
- p) Acts as a liaison, in athletic matters, with the Northern Ohio League, Ohio State High School Athletic Association, local news and radio media, and the Galion Booster Club.

7. Curriculum and Instruction

- a) Assists in the ongoing development, revisions, and evaluation of the curriculum and school Programs.
- b) Assists in the organization and implementation of in-service programs for students and staff dealing with curriculum and instruction improvement and implementation.
- c) Assists in the study of the educational needs of the middle school and helps develop plans for meeting them.

8. Coordination

- a) Assists in the coordination of the services of resource personnel available to the Galion City Schools so that all classroom teachers may receive effective assistance.
- b) Coordinates the middle school staff assignments for student supervision e.g. hall duty, disaster drills, assembly monitors, etc.

9. Meetings

- a) Participates in staff meetings and committee meetings as assigned by the principal.
- b) Conducts staff meetings in the absence of the principal.
- c) Attends special events held to recognize student achievement and school-sponsored activities.
- d) Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and discussing problems of mutual interest with others in the field.

Draft/Sample
Galion City Schools
JOB DESCRIPTION

Position: High School Principal

Reports to: Superintendent

Description: Provides visionary educational leadership at the high school level to certificated and classified team members and facilitates an educational setting that promotes a positive learning experience for all high school students

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Direct the activities of school staff members
- Implement and monitor all Board policies and regulations
- Supervise the operations of the buildings, grounds and other school property
- Establish and maintain a positive public relations program
- Direct, oversee, supervise and evaluate the instructional and guidance programs and the work schedule for all assigned personnel
- Establish guidelines for proper student conduct, attire and discipline
- Monitor and resolve problems with student attendance
- Plan and supervise fire and tornado drills and other emergency preparedness programs
- Recommend to the Superintendent continuation or non-continuation of employment of teaching staff
- Conduct regular staff meetings
- Attend special events, functions and athletic events
- Oversee the maintenance of records and controls in the funds of the school activity account
- Supervise the maintenance of student records
- Supervise and evaluate classroom teachers, classified staff, Guidance Counselors, Assistant Principal and Athletic Director
- Organize, administer, and direct all student activities
- Responsible for the requisition of supplies, textbooks, equipment and other necessary material
- Prepare and submit the building budgetary request
- Monitor the expenditure of funds
- Responsible for the registration, assignment, promotion and/or retention of all students
- Establish a procedure for the withdrawal of students from the school
- Review teacher lesson plans
- Direct and coordinate the classified staff assigned to the high school
- Oversee the recording and reporting of all building employee leaves
- Schedule educational assemblies for the student population
- Supervise development of curriculum, cooperatively with staff and Superintendent
- Utilize Ohio High School Standards as a guide for program development and evaluation
- Oversee staff assignments and assist in development of master schedule
- Counsel students regarding their academic, social and personal problems in cooperation with Guidance Counselors
- Respond to, and appropriately handle, complaints of parents
- Coordinate custodial service at the high school with the maintenance supervisor
- Cooperate with juvenile court authorities and other law and social enforcement agencies
- Appraise the performance of teachers through class visits and conferences for the purpose of improving instruction, and assisting teachers with any problems
- Inform teachers and other employees regarding the purposes and policies of the school
- Plan and schedule school events

- Prepare all reports and maintain such records as required by school law, regulation, or request of the Superintendent
- Assist in the selection, retention and promotion of certified and non-certified personnel assigned to the high school
- Develop and enforce policies regarding proper protection of equipment and property, observance of school laws, and safety procedures
- Ensure that after-school activities are chaperoned and that the building is closed after such activities have concluded
- Report serious accidents, burglaries and incidents of an unusual nature to the proper authorities as quickly as possible
- Plan experimentation and ongoing curriculum improvement for the high school
- Coordinate in-service education programs for the high school staff
- Introduce certified personnel to the school and community
- Coordinate work of special teachers who are assigned to the high school
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student files, student IEPs, medical records, personnel files, documentation for legal proceedings
- Interact in a positive manner with staff, students and parents
- Promote good public relations

Other Duties and Responsibilities:

- Recommend subjects to be taught, books and other teaching materials
- Maintain control of all inventories, requisitions, distribution and accounting for supplies, textbooks and equipment
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by the Superintendent

Qualifications:

- Master's degree (M.A.) or higher from an accredited college or university
- Appropriate State of Ohio certification/license
- At least three years experience in secondary public school administration and supervision
- At least two years successful experience as a classroom teacher
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of Ohio school law
- Ability to lead and motivate staff and students
- Teaching experience at the 7-12 level
- Knowledge of overall instructional technology
- Knowledge of word processing, database and spreadsheet software

Equipment Operated:

- Telephone
- Fax machine
- Copy machine
- Computer
- Printer
- Motor vehicle
- P.A. system
- Fire and tornado system

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interaction among unruly children
- Occasionally lift, carry, push, and pull various items up to a maximum of 20 pounds, e.g., paper boxes, deliveries of supplies and equipment
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

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.

Signature

Date

Adoption date:

Galion City Schools' Job Description

SENIOR HIGH SCHOOL PRINCIPAL

- Reports to: Superintendent
- Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel. Evaluated by Superintendent or his designee.
- Qualifications:
1. A master's degree or higher, from an accredited university, with a major in educational administration.
 2. A valid Ohio State certificate to practice as a secondary school principal.
 3. At least three year's experience in secondary public school administration and supervision.
 4. At least two years' successful experience as a classroom teacher.
 5. Such alternatives to the above qualifications as the Board finds appropriate and acceptable.
- Job Goals:
- To make the school facility an attractive, pleasant, and productive place in which to work and learn. By use of leadership, supervisory, and administrative skills, manages the Senior High so as to promote the educational development of each student to the maximum.
- Supervises: Personnel assigned to school building as follows:
1. Secondary teaching staff, including para-professionals.
 2. Other professional staff.
 3. All non-professional staff.
 4. All other personnel assigned to school.
- Performance Responsibilities:
1. Board Policy
 - a) Assumes responsibility for the implementation and observance of all Board policies and administrative rules and regulations by the school's staff and students.
 - b) Performs other duties as assigned by the Superintendent.
 - c) Implements Galion City School Board Policies and administrative rules and regulations relating to the operation of the Senior High School.
 2. Teachers
 - a) Supervises the instructional staff in the development and implementation of curriculum and student activities.
 - b) Evaluates and counsels all staff members regarding their individual and group performance.
 - c) Cooperates with college and university officials regarding teacher training and preparation.
 - d) Supervises and directs all professional, para-professional, administrative, and nonprofessional personnel assigned to the school in the performance of their duties.
 - e) Assists in the recruiting, screening, hiring, training, assigning and evaluating of the school's

professional staff.

- f) Directs or assists in the inservice orientation and training of teachers, with special responsibility for staff administrative procedures and instructions.
- g) Makes arrangements for special conferences between parents and teachers.
- h) Recommends the removal of a teacher whose work is unsatisfactory, according to established Board of Education procedures.
- i) Fosters good interpersonal relations among staff.
- j) Observes and administers in the day-to-day management of the school, Board policies and administrative regulations, budget allocation limitations, and employee and other contracts.
- k) Assumes responsibility for effective and accurate written and oral communication to teachers as required to implement Board policy, administrative rules and regulations and program administration. Works to dispel inaccurate communication within the building and school district. Works to foster harmonious working relationships.
- l) Orients newly assigned staff members and certified personnel and assists in their development.
- m) Plans and executes needed inservice programs for staff.

3. Community

- a) Exerts leadership in the adaptation of the general program of education approved by the Board of Education to meet the needs of the Galion community.
- b) Develops a program of public relations in order to maintain favorable relationships with local community groups and individuals. Fosters understanding and solicits support for overall school objectives and programs, both curricular and extra-curricular. Interprets Board policies and administrative directives. Discusses and resolves individual student problems. Fosters harmonious relationship with parents and community.
- c) Interprets the school's program to the community and enlists the participation of the community in school life.
- d) Exerts leadership as a mediator and diplomat in working with the various community groups.
- e) Assumes responsibility for effective and accurate written and oral communication to the community as required to implement Board policy, administrative rules and regulations and program administration.
- f) Maintains an awareness of factors outside the school, which affect the school program.
- g) Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school activities.

4. Students

- a) Develops and maintains high standards of student conduct and enforces discipline as necessary, according to the due process rights of students.
- b) Supervises the maintenance of accurate records on the progress and attendance of students.
- c) Assumes responsibility for the conduct, health and attendance for Senior High students.
- d) Assumes responsibility for the class scheduling of the Senior High students.
- e) Approves all curricular and extra-curricular field trips taken by students assigned to the Senior High.
- f) Conducts suspension hearings in accordance with the Ohio Revised Code.
- g) Asserts leadership in times of civil disobedience in school in accordance with established Galion City School Board Policy.
- h) Coordinates the school's pupil personnel services including special education programs.
- i) Assumes responsibility for publishing a student handbook.
- j) Assumes responsibilities for overseeing athletics and other extra-curricular activities.
- k) Assumes the leadership of and coordinates the full range of extra-curricular activities.
- l) Develops methods for evaluating student progress toward stated educational objectives in an objective manner.

- m) Assumes responsibility for effective and accurate written and oral communication to students as required to implement Board policy, administrative rules and regulations and program administration. Works to dispel inaccurate communication within the building and school district. Works to foster harmonious relationships with students.
- n) Fosters good interpersonal relations among students.
- o) Certifies and recommends those students eligible for graduation.
- p) Certifies the eligibility of High School students to apply for work permits.
- q) Establishes guides for proper student conduct and maintains student discipline.

5. Budget

- a) Reports to appropriate central office administrative officers regarding the needs of the school with respect to personnel, equipment, supplies and curriculum.
- b) Prepares and submits the school's budgetary requests, and monitors expenditures of funds.
- c) Maintains and controls the various local funds generated by student activities in accordance with school board policy and administrative rules and regulations.
- d) Assumes fiscal responsibility for preparation of budget requests and assumes responsibility to administer approved budget productivity within the building in all programs and with all staff.

6. Administration

- a) Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- b) Keeps the superintendent and district office personnel informed of the school's activities and problems.
- c) Supervises the preparation and submission of all school reports for the district office.
- d) Assumes personal appearance responsibility befitting the instructional leader role in the building.
- e) Assumes responsibility to work harmoniously, cooperatively, and educationally productively with other school district administrators.
- f) Makes significant contributions to the development of the administrative team to the benefit of the school district.
- g) Prepares such reports as may be required by local, state and federal agencies.
- h) Acts as a liaison with the Middle School Administration to assure an orderly progression of a student's educational progress.
- i) Delegates authority to responsible personnel to assume responsibility for the school in the absence of the principal.

7. Curriculum and Instruction

- a) Utilizes all resources of the school system and the community in developing the most effective high school educational program.
- b) Assists in the ongoing development, revisions, and evaluation of the curriculum and other school programs.
- c) Initiates creative and innovative educational programs and methodology in cooperation with central administrative staff to improve learning.
- d) Monitors the implementation of the Board adopted curriculum and institutes improvements where necessary in the curriculum implementation.
- e) Studies the educational needs of the Senior High and develops plans for meeting them.
- f) Establishes and maintains an effective learning climate in the Senior High.
- g) Supervises the Senior High special education programs and professional staff.
- h) Assists the departments and the department chairmen in the ongoing improvement of the school curriculum.

8. Coordination
 - a) Consults regularly with and coordinates the services of the resource personnel available to the Galion City Schools so that all classroom teachers and other professional staff may receive effective assistance.
 - b) Supervises the guidance program to enhance individual student education and development.
 - c) Coordinates and supervises such support services as maintenance, security, food services, recreational programs, financial and accounting functions, library activities, etc. Supervises and evaluates classified employees assigned to the building.
 - d) Works with various members of the central administrative staff on school problems of more than in school import, such as transportation, special services, and the like.
 - e) Delegates work effectively to appropriate personnel.
9. Meetings
 - a) Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
 - b) Attends special events held to recognize student achievement, and attends school sponsored activities, functions, and athletic events.
 - c) Conducts staff meetings to keep members informed of policy changes, new programs, and as necessary for the proper functioning of the school.
 - d) Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
10. School Plant
 - a) Assumes responsibility for the safety and administration of the school plant.
 - b) Assumes responsibility for maintaining the appearance of the building in a clean and attractive fashion.
11. Safety - Health
 - a) Plans and supervises fire and tornado drills and an emergency preparedness program.
 - b) Assumes responsibility for the attendance, conduct, and health of students.

Draft/Sample
Galion City Schools
JOB DESCRIPTION

Position: Assistant High School Principal

Reports to: Principal

Description: Assist the principal in the overall administration of the school; take charge of the school in the absence of the principal

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Assist in the development and implementation of programs and plans to ensure the safety of our students
- Assist the building principal in the general administration of the school
- Administer the school in the absence of the principal
- Monitor and enforce rules concerning attendance
- Assist in the improvement and/or adjustment of the school program
- Assist in the evaluation of school staff
- Assist in the preparation and supervision of fire and tornado drills, and other emergency preparedness programs
- Attend, as required, special events, functions, and athletic events of the school
- Evaluate and supervise secretaries
- Arrange conferences with parents, teachers and students regarding grades/disciplinary procedures
- Maintain a positive and effective rapport with staff, students, parents and community members
- Serve with parent, faculty, and student groups as requested
- Submit all reports and lists, as required, at the appropriate time
- Maintain a high standard for student conduct and control in accordance with the due process rights of students
- Assist with coordinating the development of the master teaching schedule
- Provide general supervision to students
- Supervise extracurricular activities
- Monitor lunchroom operation, student assemblies and student arrival and departure on school buses
- Review teacher lesson plans weekly
- Provide general supervision to all teachers, secretarial staff, custodial staff, teacher aides, and food service staff
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., student files, student IEP's, medical records, personnel files, documentation for legal proceedings
- Interact in a positive manner with staff, students and parents
- Promote good public relations by personal appearance, attitude and conversation
- Attend meetings and in-services as required
- Supervise the alternative school

Other Duties and Responsibilities:

- Assist in the supervision of the maintenance of accurate student records
- Cooperate in the maintenance of instructional files for substitute teachers
- Assist scheduling special events during the school day
- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner
- Perform other duties as assigned by Building Principal, Assistant Superintendent or Superintendent

Qualifications:

- Master's degree (M.A.) or equivalent
- At least five years related experience
- Appropriate state of Ohio administrator's certification

- Alternative to the above qualifications as the Superintendent or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of Ohio school law
- Ability to lead and motivate staff and students
- Ability to resolve problems in an efficient and effective manner

Equipment Operated:

- Telephone
- Computer
- Printer
- Two-way radio
- Ability to utilize current technology

Additional Working Conditions:

- Occasional requirement to travel, both daily and overnight
- Frequent weekend/evening work
- Occasional exposure to blood, bodily fluids and tissue
- Frequent interaction among unruly children
- Occasional operation of a vehicle in inclement weather conditions
- Frequent repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
- Regular requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

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.

Signature

Date

Adoption date:

Galion City Schools' Job Description

ASSISTANT SENIOR HIGH SCHOOL PRINCIPAL

Reports to: Senior High School Principal

Evaluation: Evaluated by Superintendent or his designee

Qualifications:

1. A master's degree or higher, from an accredited university, with a major in educational administration.
2. A valid Ohio State certificate to practice as a secondary school principal.
3. The general qualifications of a teacher in the State of Ohio.
4. At least two years of successful experience as a classroom teacher.
5. Such alternatives to the above qualifications as the Board finds appropriate and acceptable.

Job Goals:

To relieve the High School Principal of such impediments as to prevent him from fulfilling his chief responsibility of promoting the educational well being of each student in the school. In addition, supervises the school attendance records in accordance with local policy and state directives.

Supervises: Assigned professional and classified personnel including the attendance clerk.

Performance Responsibilities:

1. Board Policy

- a) Assumes responsibility for the implementation and observance of all Board policies and administrative rules and regulations by the school's staff and students.
- b) Performs other duties as assigned by the Superintendent.
- c) Implements Galion City School Board Policies and administrative rules and regulations relating to the operation of the Senior High School.

2. Teachers

- a) Implements the school district teacher evaluation policy and procedures in conjunction with the senior high school principal.
- b) Routinely meets with high school departments and department chairmen.
- c) Will act in a classroom in teachers' absence in emergency situations.
- d) Conducts the orientation for new high school teachers in the areas of curriculum, instruction, and discipline.
- e) Assists in the recruiting, screening, hiring, training, assigning and evaluating of the school's professional staff.
- f) Fosters good interpersonal relations among staff.
- g) Observes and administers in the day-to-day management of the school, Board policies and administrative regulations, budget allocation limitations, and employee and other contracts.
- h) Assists in the planning and execution of needed in-service programs for staff.
- i) Assumes responsibility for effective and accurate written and oral communication to teachers as required to implement Board policy, administrative rules and regulations and program

administration. Works to dispel inaccurate communication within the building and school district. Works to foster harmonious working relationships.

- j) Assists the Principal in the “checking out” of staff members at year’s end.

Community

- a) Assists in the implementation of a public relations program in order to maintain favorable relationships with local community groups and individuals. Fosters understanding and solicits support for overall school objectives and programs, both curricular and extra-curricular. Interprets Board policies and administrative directives. Discusses and resolves individual student problems. Fosters harmonious relationship with parents and community.
- b) Exerts leadership as a mediator and diplomat in working with the various community groups.
- c) Assumes responsibility for effective and accurate written and oral communication to the community as required to implement Board policy, administrative rules and regulations and program administration. Works to dispel inaccurate communication within the building and school district.
- d) Maintains an awareness of factors outside the school, which affect the school program.
- e) Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school activities.

4. Students

- a) Disposes of individual or group discipline cases assigned to his office.
- b) Arranges and administers conferences with parties concerned with discipline in the school; students, parents, and teachers.
- c) Consults with the school principal on any discipline cases where the disposition may involve suspension or expulsion.
- d) Continually reviews the school district policy on discipline and makes suggestions for its improvement.
- e) Assists the high school principal in the evaluation of the school activities program.
- f) Assists, yearly, the high school principal in the editing of the student handbook, including guidelines for proper student conduct.
- g) Assists in the building of the high school master schedule.
- h) Assists in the resolve of student scheduling conflicts.
- i) Assists in the conducting of new student orientation programs.
- j) Develops and maintains high standards of student conduct and enforces discipline as necessary.
- k) Assumes responsibility for effective and accurate written and oral communication to students as required to implement Board policy, administrative rules and regulations, and program administration. Works to dispel inaccurate communication within the building and school district. Works to foster harmonious relationships with students.
- l) Fosters good interpersonal relations among students.

5. Budget

- a) Assists in the preparation of the school’s budgetary requests and assists in the monitoring of expenditures of funds.
- b) Reports to appropriate central office administrative officers regarding needs of the student attendance program with respect to personal, equipment, supplies, and services.

6. Administration

- a) Assumes leadership in the Senior High in the absence of its principal.
- b) Assists in the preparation or prepares such reports as may be required by local, state or federal agencies.
- c) Supervises important school building areas to include: corridors before school and between classes, study halls, parking lots, restrooms, bus loading areas, cafeteria rooms, and detention rooms.

- d) Keeps the Superintendent and district office personnel informed of the activities and problems with respect to the student attendance program.
- e) Assumes personal appearance responsibility befitting the instructional leader role in the building.
- f) Assumes responsibility to work harmoniously, cooperatively, and educationally productively with other school district administrators.
- g) Makes significant contributions to the development of the administrative team to the benefit of the school district.

7. Curriculum and Instruction

- a) Assists in the ongoing development, revisions, and evaluation of the curriculum and other school programs.
- b) Assists in the organization and implementation of in-service programs for students and staff dealing with curriculum and instruction improvement and implementation.
- c) Monitors the implementation of the Board adopted curriculum and institutes improvements where necessary in the curriculum implementation.
- d) Studies the educational needs of the Senior High and helps develop plans for meeting them.

8. Coordination

- a) Coordinates the high school staff assignments for student supervision, i.e., hall duty, disaster, drills, etc.

9. Meetings

- a) Participates in principals' meetings, negotiations meetings, and such other meetings as are required or appropriate.
- b) Attends special events held to recognize student achievement and attends school sponsored activities, functions, and athletic events.
- c) Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications, and discussing problems of mutual interest with others in the field.
- d) Attends, represents, and assists the school administration at afternoon and evening activities to include: dances, athletic events, fun nights, banquets, awards programs, concerts, school plays, honors night, and graduation.
- e) Serves with and on high school or district-wide curriculum committees as assigned.

10. School Plant

- a) Assumes responsibility for recommending changes and improvements in the physical plant.
- b) Assists the principal in maintaining the appearance of the building in a clean and attractive fashion.

**Galion City Schools
JOB DESCRIPTION**

Position: Middle School Principal

Reports to: Superintendent

Description: Provides visionary educational leadership at the middle school level to certificated and classified team members; facilitates an educational setting that promotes a positive learning experience for middle school students; and is a manager of district resources

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Direct the activities of school staff members
- Implement and monitor all Board policies and regulations
- Responsible for the safety and administration of the school plant and grounds
- Establish and maintain a positive public relations program
- Oversee the guidance program
- Plan and supervise fire and tornado drills and other emergency preparedness programs
- Establish a school schedule
- Responsible for personnel evaluations along with assistant principal
- Recommend to the Superintendent continuation or non-continuation of employment of teachers
- Conduct regular staff meetings
- Assist in the recruitment, in-service training, assigning and orientation of school staff
- Oversee the maintenance of records and controls in the funds of the school activity account
- Supervise the maintenance of student records
- Supervise the operations of the buildings, grounds and other school property
- Direct, supervise and evaluate the instructional and guidance programs and the work schedule of all assigned personnel
- Responsible for the requisition of supplies, textbooks, equipment and other necessary material
- Prepare and submit the building budgetary requests
- Monitor the expenditure of funds
- Responsible for the registration, assignment, promotion or retention of all students along with Guidance Counselor
- Develop policies/plans for safeguarding equipment and property
- Recommend curriculum changes
- Make classroom visits to observe teachers
- Direct and coordinate the classified staff assigned to the middle school
- Oversee the recording and reporting of all building employee leaves
- Schedule educational assemblies for the student population
- Supervise the health service program for the building along with school nurse
- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., staff personnel information, student files
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Attend meetings and in-services as required
- Develop and implement student recognition programs
- Coordinate and plan meetings for staff department chairs and team leaders

Other Duties and Responsibilities:

- Serve as a role model for students
- Respond to routine questions and requests in an appropriate manner

- Perform other duties as assigned by the Superintendent

Qualifications:

- Master's degree (M.A.) or higher from an accredited college or university
- Appropriate State of Ohio certification/license
- At least three year's experience in elementary or secondary public school administration and supervision
- At least two years of successful classroom teaching experience
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Knowledge of current administrative procedures and practices
- Knowledge of school laws and regulations

Equipment Operated:

- Telephone
- Computer
- Printers
- Office equipment, e.g., copy machine, fax machine, scanner
- Calculator
- Overhead projector

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Frequent operation of a vehicle in inclement weather conditions
- Frequent interaction among unruly children
- Frequent requirement to travel
- Frequent evening/weekend/summer work
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, climb, kneel, and stoop

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

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.

Signature _____

_____ Date

Adoption date: