

Galion City Schools Job Description

TITLE: ASSISTANT PRINCIPAL

GENERAL DESCRIPTION:

To cooperatively work with the Principal in the maintenance of appropriate instructional and extra-curricular programs for the benefit of the students; to assist the Principal by carrying out designated duties in directing the daily activities of the staff and students. Shall act in the capacity of the Principal during his/her absence from duty. The Assistant Principal shall become familiar with all phases of the school program.

TERMS OF EMPLOYMENT: 207 Days

FLSA STATUS: Exempt

REPORTS TO: Assigned Building Principal
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. State of Ohio Principal License.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Shall meet legal requirements and be governed by State law, district policies, and administrative guidelines.

ESSENTIAL FUNCTIONS:

1. When needed, assist with securing teachers to cover classrooms when substitute teachers cannot be obtained and help them become familiar with their duties and school procedures.
2. Assist with monitoring pupil attendance, keeping accurate records, issuing permits, checking with parents, and referring problem cases to the attendance officer.
3. Manages student conduct in conjunction with appropriate school staff and confers with the student's teacher, parents, and counselors to make adjustments.
4. Assist with PBIS processes as needed.
5. Counsels those students with failing grades and set up conferences with students, teachers, counselors, and parents/guardians.
6. Enforces the Student Code of Conduct.
7. Assist with maintaining records of teacher attendance, absence and so forth.
8. Accepts and performs the delegated responsibilities assigned by the Principal.
9. Attends school functions curricular, extra-curricular, and athletic activities as often as possible or as requested by the Principal.
10. Assumes the responsibility of acting principal in the absence of the Principal.
11. Works with the Principal in the evaluation of building personnel.
12. Completes building, local, county, state, and federal reports as the Principal assigns.
13. Assists building principal in administering proficiency, standardized, and off-grade assessment testing.
14. Complies with all building, district, state, and federal policies/guidelines.
15. Uses a data-driven approach to analyze student needs.
16. Comfortable making presentations to stakeholders related to data analysis and trends.
17. Communicates student academic, behavioral, and social-emotional related matters to stakeholders as needed.
18. Demonstrates the ability to organize tasks to completion.
19. Identifies, analyzes, and solves problems.
20. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
21. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply 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 incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: ATHLETIC DIRECTOR

GENERAL DESCRIPTION:

Administer the high school and middle school Interscholastic Athletic Program for all students. Works cooperatively with school administrators in administering the overall operation of the school-based athletics program. Will implement and adhere to the policies adopted by the Board of Education.

TERMS OF EMPLOYMENT: 260 Days; Cabinet-Level

FLSA STATUS: Exempt

REPORTS TO: Superintendent of Schools
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. State of Ohio Teacher's Certificate; Principal License preferred.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Coaching Experience.

ESSENTIAL FUNCTIONS:

1. Cooperates with the Principal in carrying out and enforcing the Ohio High School Athletic Association rules and bylaws, the district's Athletic Board policies, and its associated conference.
2. Prepares and handles all eligibility with assistance from coaches and submits same to Principal for final examination and signature.
3. Supervises all contracts for interscholastic games to eliminate conflicts and maintains a proper balance in all sports areas.
4. Secures game officials for all home contests in all sports areas.
5. Supervises the athletic insurance program; maintains accurate files on physical examinations and other forms before practices in all sports.
6. Keeps accurate financial records of all interscholastic funds; prepares financial reports and provides same upon request.
7. Prepares budgets and purchase orders (for each sport) for equipment and supplies upon request from the head coach and submits same to the Principal for approval.
8. Inventories all athletic equipment with the cooperation of the athletic coaches; assumes responsibility for the storage, issue, proper care, and disposal of all athletic equipment.
9. Serves as a member of the Athletic Board of the school district and enforces all of this board's policies.
10. Supervises administering the entire interscholastic athletic program at the high and middle schools.
11. Cooperatively coordinates press releases for all athletic events with the Principal or Superintendent.
12. Provides Superintendent and Principal with a complete schedule of all contests.
13. Supervises all coaches to ensure that regulations are enforced, and responsibilities are met with which they are charged.
14. Cooperates with administration, coaches, and students to promote the best possible athletic program in terms of good conduct and sportsmanship.
15. Supervises all personnel working with the athletic program at the high school. This includes content supervision of:
 - a. Scoreboards
 - b. P.A. systems
 - c. police supervision
 - d. transportation of teams
 - e. arrangements for officials and visiting teams (i.e., rooms)
 - f. assign personnel for all games (i.e., tickets, ushers, etc.)
 - g. responsible for proper playing conditions of the field, gymnasium, etc.
 - h. tickets and gate receipts
 - i. set up and tear down
 - j. programs and sellers
 - k. the press box
 - l. Parking
 - m. parent's night
16. Supervises and directs the operation of the Athletic Booster Club for the good of the total athletic program.
17. Assist in evaluating all athletic programs and coaches, program recommendations, and coaching assignments.
18. Assist with purchasing athletic awards; maintain records.
19. Cooperatively with coaches, plan and complete arrangements for all awards banquets and assemblies.
20. To support the athletic program, attend as many events as possible or secure a designated school representative.
21. Assist in assignments to subordinates; duties or powers delegated to him/her, but in doing so, he/she must assume responsibility for all results.
22. Is open to change and willing to be involved in the change process.

23. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
24. Conducts other duties related to the Athletic Director as the Principal or Superintendent assigns.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

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Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: CHIEF ACADEMIC OFFICER (CAO)

GENERAL DESCRIPTION:

The Chief Academic Officer (CAO) is responsible for ensuring high-quality learning experiences throughout our schools as we move forward with the mission and vision of the district. The CAO is a creative, dynamic, and thoughtful leader who works to fulfill the mission and vision of the Galion City School District. He or she is a strategic thinker and a proactive leader who models strong communication, organization, and interpersonal skills, as well as an unwavering commitment and energy to sustain momentum in the district’s journey toward innovative teaching and learning practices for all learners. The CAO ensures that the curriculum and materials in our classrooms reflect our high-quality expectations for our students and create a joyful learning experience. The CAO will lead the scheduled, ongoing adoption of future-ready curricula and innovative instructional materials, subscriptions, and supplemental materials in the district. He or she will also ensure the adopted curriculum is well documented for ease of use to classroom teachers and other practitioners, taught with fidelity, tested through formative and summative assessments, and supported through robust, highly engaging, and differentiated professional development. The CAO will collaborate closely with district and building leaders to ensure all students receive meaningful first-time instruction and are engaged with a rigorous, grade-level core curriculum.

TERMS OF EMPLOYMENT: 230 Days; Cabinet-Level

FLSA STATUS: Exempt

REPORTS TO: Superintendent of Schools
Or designee

LAST ADOPTED: March 2024

QUALIFICATIONS:

1. State of Ohio Administrative or Supervisory Certificate.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Meet the requirements of law and be governed by Ohio law.
5. Experience in teaching, administration, curriculum development, implementation, testing, and intervention.
6. Master’s degree in school leadership, curriculum, instruction, or a related field.
7. Previous and successful school administrator experience.

ESSENTIAL FUNCTIONS:

Leadership:

1. Provides learning, teaching, and curricular leadership.
2. Serves in a leadership role with curriculum planning, instructional practices implementation, and evaluation.
3. Collaborates to plan and manage the New Teacher and Administrator Orientation Program and ongoing support for new teachers and administrators.
4. Demonstrates the ability to organize and complete tasks.
5. Identifies, analyzes, and solves problems.
6. Facilitates and/or conducts training on learning, teaching, and curricular needs of building leadership and teachers.
7. Provides leadership in a data-driven approach to analyze student achievement and growth.
8. Implements evaluates, and communicates all aspects of the District's Continuous Improvement Plan.
9. Organizes, implements, and tracks state-mandated training for the district.
10. Collaborates to provide support, monitoring, and training for the district and buildings in the Ohio Positive Behavioral Interventions and Supports (PBIS).
11. Collaborates to manage and support administrators with the School Wide Information System (SWIS) to track behavioral data and complete surveys to support the implementation of the PBIS framework.
12. Manages and supports administrators with the Leader in Me (LIM) framework and training.
13. Develops and supports administrators with a range of administrative tools.
14. Tracks student teachers and field placements within the district.
15. Participates in job fairs to increase recruitment options for the district.
16. Collaborates with middle and high school administrators to provide career coaching support for students.

Superintendent Designee:

17. Develops, manages, and tracks the data for the District's One Needs Assessment and Plans.
18. Supervises and evaluates Principals, the Supervisor of Instructional Improvement, and other assigned administrators and staff utilizing the Ohio Evaluation System (OPES) or other district-approved evaluation tools.
19. Supervises and evaluates the District Behavior Specialist utilizing the district evaluation coaching tool.
20. Serves as an alternate for Title IX investigations being conducted by the district.
21. Manages and supports administration with progress and resources in the Ohio Evaluation System (OTES 2.0 and OPES).
22. Manages and approves EVAAS for the district Roster Verification process.
23. Assists and works with the Superintendent and Treasurer on budgets for the buildings and grants.
24. Attends board meetings and prepares such reports for the board as assigned by the Superintendent.
25. Keeps the Superintendent informed concerning all areas of responsibilities.
26. Manages, monitors, and tracks the data for the Comprehensive Literacy State Development Grant.
27. Works with the 21st Century Coordinator for grant alignment of curriculum and resources.
28. Provides support and monitors the district, buildings, and teacher leaders in the Ohio Improvement Process (OIP) for continuous improvement across grade levels and subject areas to impact student achievement.
29. Reviews and communicates state and federal laws, policies, and bills with the Superintendent, administrators, and teachers.
30. Participates in required grant meetings to improve and increase educational options available to students.
31. Collaborates with the Superintendent's Administrative Assistant to manage and support teacher licensure in the district.
32. Manages and approves CTE Career Pathways to provide various career options for students.

Curriculum, Instruction, and Assessment:

33. Plans and manages professional development planning, support, and feedback.
34. Communicates to the Superintendent the curricular requirements and needs of the school district and assists in determining types of curricular programs needed in the school district.
35. Manages and approves curriculum purchases and renewals.
36. Coordinates curriculum and textbook adoptions and resource selections.
37. Conducts regular and ongoing curriculum review meetings with building administrators and teachers.
38. Directs the continuous evaluation of curriculum implementation.
39. Coordinates and supports district-wide curriculum development.
40. Approves the middle school and high school Course Selection Guides.
41. Plans and manages curriculum mapping/pacing guides process to include template creation and feedback.
42. Manages, creates, and approves paid professional development events for district staff.
43. Collaborates with the Talented and Gifted Coordinator to ensure identification, service, and data reporting for high-performing students.
44. Collaborates with Universal Screening Tools to manage and support the administrators and the Learning Improvement Department.
45. Collaborates with the Learning Improvement Department to lead the district intervention system.
46. Collaborates with the Learning Improvement Department to develop and implement a MTSS framework in all buildings.
47. Reviews and communicates state guidance documents and guidebooks for critical information to implement Ohio's laws successfully.
48. Reviews, communicates and supports administrators and teachers with updating and implementing Reading Improvement and Monitoring Plans (RIMPs).
49. Attends professional development opportunities that will contribute to ongoing district improvement.

Facilitator/Committee Member:

50. Coordinates the Resident Educator Program by reporting, attending training, organizing, and facilitating RESA meetings for the district.
51. Coordinates the Big Brother/Big Sister Program by organizing, assigning, and facilitating.
52. Serves as a member of the Local Professional Development Committee (LPDC) that reviews license renewal requirements.
53. Facilitates the Highly Qualified Student Data Team (HQSD) in communicating and reviewing district-level assessments.
54. Facilitates the District Systems Fidelity Inventory Pilot that aligns the district with PBIS.
55. Facilitates the District Leadership Team (DLT) using a collaborative approach to focus on improving student achievement.
56. Serves as a member of the District Assessment Calendar Team.
57. Serves as a member of the District School Calendar Development Team.
58. Serves as a Multidisciplinary Team (MDT) member that revises and communicates the district literacy plan to stakeholders.
59. Assists in interviewing and supervising administrators and teachers for the district.
60. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
61. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
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EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

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Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: CHIEF INFORMATION OFFICER (CIO)

GENERAL DESCRIPTION:

The Chief Information Officer (CIO) is a creative, dynamic, and thoughtful leader who works to fulfill the mission and vision of the Galion City School District. The CIO will focus on engaging internal and external members of the school community. Internal engagement includes any technology software platform that enhances the learning experience in alignment with the district's philosophy and the needs of all students. External engagement includes public-relations activities that positively engage parents or the larger community. The CIO is a strategic thinker and a proactive leader who models strong communication, organization, and interpersonal skills, as well as an unwavering commitment and energy to sustain momentum in the district's journey toward innovative teaching and learning practices for all learners.

TERMS OF EMPLOYMENT: 260 Days; Cabinet-Level

FLSA STATUS: Exempt

REPORTS TO: Superintendent of Schools
Or designee

ADOPTED: March 2024

QUALIFICATIONS:

1. State of Ohio Teaching License, Ohio administrative license preferred.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Experience in teaching, administration, curriculum development, implementation, testing, and intervention.
5. Master's degree in school leadership, curriculum, instruction, or a related field preferred.
6. Strong technology skills in up-to-date computer software, including word processing, database, spreadsheet, web page development, presentation, digital video and audio editing, image processing, and graphics applications.
7. Ability to coach, mentor, and work cooperatively and effectively with others.
8. Ability to communicate ideas and directives clearly and effectively orally and in writing.
9. Previous and successful school administrator experience.

ESSENTIAL FUNCTIONS:

Technology Engagement and Integration:

1. Promote a vision of technology-enabled teaching and learning that includes using best practices and access to current information and technological tools.
2. Facilitates district-wide technology integration efforts in promoting 21st-century teaching and learning skills.
3. Promotes the use of appropriate technology instructional tools in all academic areas.
4. Provides direct support to teachers through coaching the integration of technology into instruction.
5. Provide professional development to staff that supports an improved student learning experience.
6. Promotes model instructional practices and the role of technology in them.
7. Articulates instructional technology best practices for students and teachers.
8. Provides assistance and training to instructional staff in integrating technology to support student achievement.
9. Assists with technology training as part of collaborative school district staff development initiatives.
10. Research advancements in technology tools and resources to inform decision-making.
11. Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to instructional technology as needed.
12. Participates in professional development related to job responsibilities to maintain expertise in the field.
13. Curates learning resources for teachers, staff, and students
14. Ensures educational software and hardware are being used for maximum effectiveness.
15. Make recommendations for updates to and management of the Acceptable Use Policy.
16. Collects evidence of successful technology integration programs to build capacity within the school district.
17. Provides onboarding/ training for newly hired staff.
18. Collaborates with all administrators to develop content and manages updates to the GCSD website/app.
19. Provides leadership in developing and implementing technology plans.
20. A member of the District Leadership Team (DLT).
21. Collaborates to plan and manage New Teacher Orientation and ongoing support
22. Understand and apply principles of adult learning to design and deliver relevant and differentiated professional development.
23. Collaborates in evaluating, selecting, and implementing instructional technology materials and software.
24. Collaborates with teachers in composing effective technology-infused, content-based lessons and supports the teachers as they implement the lessons in their classrooms.
25. The ability to conduct a system-wide analysis to determine the alignment of the district's curriculum with the state and national standards and best practices.
26. Maintain current knowledge of developments in online instructional technology and integration into the curriculum as it relates to 21st-century learners.
27. A member of the district testing calendar team.
28. Ensures testing devices meet state requirements
29. Provides training for state testing process
30. Assists in providing tech support during state testing

Community Engagement:

31. Supervises the Family Engagement Coordinator.
32. Plans, develops, and coordinates parent, community, and business outreach activities and programs.
33. Supports the efforts of schools to develop and maintain successful strategic partnerships with businesses and community organizations.

34. Implements programs to foster and maintain collaboration among various parent groups, community members, and school and system staff.
35. Facilitates the school system's commitment to parental involvement programs.
36. Serves as a resource to GCSd employees to develop programs and services to support students and families.
37. Assists parents, school staff, and community organization members with developing effective programs to improve parental and community involvement to assist students in achieving high academic standards.
38. Counsel the superintendent and other administrators and staff in public relations strategies.
39. Develop and maintain core messaging about the district, ensuring consistent branding and communication.
40. Plan and manage major news announcements by preparing press releases, talking points, articles, social media posts, safety messages, and other materials for public consumption.
41. Facilitate all advertising, promotions, publicity, and public outreach activities and manage contracts for advertising, sponsorships, and other promotional activities.
42. Recommend innovative and promotional avenues of communication for various types of media and counsel top management on effective communication strategies.
43. Develop strategies and procedures for working effectively with the media.
44. Maintain good working relationships with media organizations.
45. Collaborate with leadership and staff to ensure a cohesive public image for the district.
46. Work with various teams to organize and host public events and promotions.
47. Solicit feedback through formal and informal means on activities, products, and purposes of the community relations program and the school district.
48. Occasionally conduct public opinion research to assess program outcomes.
49. Establish goals that support the school community relations priorities and identify methods to measure progress.
50. Evaluate after-school programs, submit recommendations for improvement to the Superintendent and/or district leadership, and oversee the implementation of approved program changes.
51. Demonstrates the ability to organize tasks to completion.
52. Identifies, analyzes, and solves problems.
53. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
54. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
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1. Occasional exposure to blood, bodily fluids, and tissue.
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EVALUATION:

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Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: CHIEF OF OPERATIONS (COO)

GENERAL DESCRIPTION:

The Chief of Operations (COO) is a creative, dynamic, and thoughtful leader who works to fulfill the mission and vision of Galion City School District. They are a strategic thinker and a proactive leader who model strong communication, organization, and interpersonal skills, as well as an unwavering commitment and energy to sustain momentum in the district's journey toward innovative teaching and learning practices for all learners. The COO performs administrative and supervisory work in the non-academic operations of the school. This includes budget preparation, purchasing, information technology infrastructure, student transportation, the food service program, and facilities. They ensure operational success, meet contractual and regulatory requirements, and manage resources effectively.

TERMS OF EMPLOYMENT: 260 Days; Cabinet-Level

FLSA STATUS: Exempt

REPORTS TO: Superintendent of Schools
Or designee

LAST ADOPTED: March 2024

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Effective interpersonal, oral, and written communication skills.
5. Teaching/training experience and technical writing/documentation skills are helpful.
6. At least five (5) years of supervisory-level work experience, preferably managing personnel, buildings, grounds maintenance, and business operations.
7. High level of attention to detail
8. Full understanding of purchasing practices and funding options.
9. Experience with multiple-location, highly distributed operations is preferred. School experience preferred.
10. Good moral character and attendance record.

ESSENTIAL FUNCTIONS:

1. Directly supervises all assigned personnel.
2. Conduct real asset, capital asset and high-value property management.
3. Develops, maintains, and controls property inventory.
4. Provides consistent customer service and helps school administrators coordinate the daily functions of facilities, transportation, food services, security, warehouse, supplies, courier services, and procurement.
5. Integrates technology improvements to monitor building systems and provide real-time, situational awareness of facility performance across all building systems (mechanical, electrical, plumbing, etc.)
6. Ensures forms, records, and reports are properly completed and maintained for the public record.
7. Inspects school buildings and grounds to maintain high workmanship, cleanliness, safety, and security standards.
8. Follows employee collective bargaining agreements and labor relations requirements to support the workforce.
9. Hires and manages staffing levels with the collaboration of school administrators.
10. Participates in union negotiations as needed.
11. Manages and ensures the safe operation of service vehicles, motorized equipment, and office equipment.
12. Supports the treasurer to develop and monitor budget requirements for personnel and non-personnel accounts. Assists with operational and capital budget planning and suggests cost-saving initiatives.
13. Provides reports as needed to convey information to the District and state offices, including but not limited to projects, maintenance issues, and property/high-value items.
14. Communicate and respond to school personnel and external stakeholders on school facility issues (real or perceived) to correct and/or make repairs as appropriate.
15. Resolves complaints, responds to requests for information, and assists.
16. Trains develops, and evaluates all subordinate staff.
17. Conducts professional development to maintain a consistent and high standard of services.
18. Assists in coordinating and completing all phases of project life cycles for maintenance and construction projects.
19. Coordinates with District staff to support space planning.
20. Conducts procurement for supplies, equipment, and services across the District.
21. Monitors vendor performance to ensure quality control and customer service.
22. Prepares contract specifications for bid solicitation.
23. Advertises, reviews, and selects vendors to ensure the District selects the best value based upon the lowest cost, most responsible, and responsive bidder.
24. Manages operations and delivery and/or pickup of all supplies and equipment.
25. Supports the Director of Food Service in the operations of the district food service program and state compliance.
26. Develops and executes an energy management system to ensure cost-effective services.
27. Maintains compliance with all safety requirements, including fire and life safety, AHERA, OSHA, occupational safety, and MSDS, to ensure safe operations of all facilities, grounds, and associated products.
28. Takes actions to maintain a safe work environment and reduce worker compensation claims.
29. Maintains internal controls for accountability and performance consistent with department and District goals, objectives, and standards.
30. Participates in professional development opportunities to stay informed of the latest trends.
31. Develop performance metrics to improve processes, procedures, and practices continuously.
32. Available on a 24/7 basis for weather emergencies and crisis events.
33. Ensures effective recall procedures for all assigned staff.
34. Demonstrates the ability to organize tasks to completion.
35. Identifies, analyzes, and solves problems.
36. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
37. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

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EVALUATION:

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Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: CHIEF OF STUDENT SERVICES (CSS)

GENERAL DESCRIPTION:

The Chief of Student Services (CSS) is a creative, dynamic, and thoughtful leader who works to fulfill the mission and vision of the Galion City School District. The CSS will support the facilitation of an inclusive model for student services based on best practices, the district’s philosophy, and the needs of all students. The CSS directs the planning, development, organization, management, direction, and implementation of all aspects of Student Services for the District. Furthermore, the CSS ensures compliance with all laws, codes, and regulations related to Student Services, evaluates assigned personnel, and collaborates/provides support to administrative and professional staff in meeting the district's identified instructional goals. The CSS is a strategic thinker and a proactive leader who models strong communication, organization, and interpersonal skills, as well as an unwavering commitment and energy to sustain momentum in the district’s journey toward innovative teaching and learning practices for all learners.

TERMS OF EMPLOYMENT: 260 Days; Cabinet-Level

FLSA STATUS: Exempt

REPORTS TO: Superintendent of Schools
Or designee

LAST ADOPTED: March 2024

QUALIFICATIONS:

1. State of Ohio Principal’s or Superintendent’s Certificate/License.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Master's Degree in School Administration, Special Education, or a related field
5. Previous and successful experience as a school administrator.
6. Strong background in special education leadership, including experience with special education instructional processes, procedures, IEP development, IEP evaluation, and other legal requirements.
7. In-depth knowledge of effective student engagement and the creation of a healthy classroom culture and climate.

ESSENTIAL FUNCTIONS:

1. Utilize systems thinking to improve organizational structures and maximize human and financial capital.
2. Supervise the district's Title IX and nursing program.
3. Assist in the evaluation of appropriate ESC personnel.
4. Design and manage a data collection plan.
5. Create a positive workplace culture and climate focused on the district's mission and vision.
6. Assist in planning budgetary resources for the programs.
7. Assist with the work focused on inclusive practices, which embraces all learners as valued members of the school community and ensures that children who need additional interventions or intensive support can learn alongside their peers in their neighborhood school.
8. Support office staff with maintenance of student records.
9. Assist in establishing long-term and short-term goals for implementation plans and district growth.
10. Leverage and build the talents of team members while providing effective coaching in identified growth areas.
11. Effectively and consistently communicate with all stakeholders, including parents and outside agencies.
12. Evaluate personnel and assist in the determination of goals to improve performance.
13. Work with the Chief Academic Officer (CAO) to support teachers to ensure instructional improvement and maintain the highest instructional standards for all students.
14. Support students' transition to/from alternative learning settings and monitor student performance while placed.
15. Attend district and administrative meetings and other meetings or events as assigned.
16. Ability to build a vision and develop goals for the department, aligning with the District's mission and values.
17. Maintain and manage budgets and accounts for the department.
18. Oversee the implementation of special education services; ensure guidelines, procedures, and instruction comply with state and federal laws, rules and regulations, and Board Policy.
19. Conduct training for and collaborate with staff about academic instruction, special education services, data-based decision-making, IEP and Transition Planning, and special education policies and procedures.
20. Assist building personnel with curriculum adaptation, intervention selection, and implementation to support students with support needs.
21. Meet regularly with intervention specialist teachers to help guide, coach, and problem-solve.
22. Effectively communicate with all parents regarding the needs of all students and comply with communication protocols for special education student needs.
23. Serve as LEA when appropriate.
24. Ensure the district has an appropriate continuum of services to place students in the least restrictive environment.
25. Oversee transportation for students who require special transportation.
26. Use systems data to lead the district's improvement to impact students and staff positively.
27. Work with staff to address building needs and create processes and procedures that effectively support students.
28. Conduct program evaluations and make recommendations for improvement in how we provide student services along a robust continuum of services.
29. Provide professional development and programming on strategies and supports for student and staff social and emotional well-being and build a positive culture and climate in the buildings.
30. Seek ways to impart a restorative and rehabilitative approach to student conduct.
31. Understand the spectrum of student interventions and help staff implement best practices.
32. Demonstrates the ability to organize tasks to completion.
33. Identifies, analyzes, and solves problems.
34. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
35. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply 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 incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: DIRECTOR OF FOOD SERVICES

GENERAL DESCRIPTION:

Responsible for the Child Nutrition and School Food Service Program to provide nutritional school meals and promote District students and staff's health and wellness.

TERMS OF EMPLOYMENT: 232 Days

FLSA STATUS: Exempt

REPORTS TO: Chief of Operations
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. Bachelor's degree or higher from an accredited college or university or three (3) years of relevant school nutrition program experience.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Previous successful experience managing food service operations is preferred.
5. Demonstrates a sincere desire to aid all students and staff.
6. Good moral character and attendance record.
7. Training/successful experience in Food Service Management and/or Child Nutrition Programs (Food Safety certification preferred).
8. Knowledge of USDA Food & Nutrition Standards and Ohio School Law.
9. Proficiency in computer skills and knowledge of applications necessary to access and disseminate timely and relevant information.
10. Additional qualifications as the Board of Education may require.

ESSENTIAL FUNCTIONS:

1. Administer the overall Child Nutrition and School Food Service Program following District policies and administrative guidelines, United States Department of Agriculture Food and Nutrition Standards, Ohio Standards for School Lunch and Breakfast Programs, and State and Federal law provisions.
2. Establish and maintain sanitation standards and food safety procedures in compliance with the Ohio Department of Health, the Galion City/Crawford County Health Departments, and the National School Lunch and Breakfast Program.
3. Coordinate menu planning per the nutritional standards and dietary guidelines of the United States Department of Health (USDA).
4. Oversee Point-of-Sale (POS) operations.
5. Participate in the recruitment, selection, retention, and development of Nutrition/Food Services personnel.
6. Responsible for the assignment, supervision, evaluation, and employment recommendations of Nutrition/Food Services staff.
7. Plan and conduct professional development programs and required staff training.
8. Work with Special Pupil Services to provide appropriate nutrition/food services and support for special needs students through Individualized Education Plans (IEPs), food allergy action plans, and/or another District-authorized accommodation plan.
9. Administer all necessary data collection, record keeping, and reporting for services provided through the Nutrition/School Food Service Program as required by the Ohio Department of Education, the United States Department of Agriculture, and the District.
10. Coordinate budget preparation and implementation.
11. Requisition of all material, supplies, and equipment for the program.
12. Supervise and control a cost-effective procurement system for all department purchases and implement standards for receipt, storage, and inventory of all food and supplies.
13. Administer all cash transactions, daily deposits, and maintain accurate financial records.
14. Develop and maintain positive school-community relationships and timely communications with students, parents, District staff, and the community.
15. Incorporate sales and marketing promotions for the Nutrition/Food Services Program and related District health and wellness initiatives.
16. Meet the professional expectations of attendance, suitable attire and decorum, participation in building and District meetings/functions, and support of District initiatives.
17. Respond to specific requests from the Superintendent on matters affecting the school food service program, health and wellness initiatives, and operation of the District.
18. Collaborate with school staff to provide PBIS rewards support when needed.
19. Demonstrates the ability to organize tasks to completion.
20. Identifies, analyzes, and solves problems.
21. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
22. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply 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 incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: ELEMENTARY SCHOOL PRINCIPAL

GENERAL DESCRIPTION:

Implements the administration, supervision, and evaluation of all programs and activities, curricular and co-curricular, within their building following Board of Education policy and Ohio School Law and Standards; provides leadership in the planning and supervision of the educational program.

TERMS OF EMPLOYMENT: 227 Days

FLSA STATUS: Exempt

REPORTS TO: Superintendent of Schools
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. State of Ohio Principal's or Superintendent's License.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Shall meet legal requirements and be governed by State law, district policies, and administrative guidelines.

ESSENTIAL FUNCTIONS:

1. Continues his/her professional growth through activities such as continued education coursework, workshops, seminars, and so forth.
2. Supervises the operations of the buildings, grounds, and other school property for the health, safety, and well-being of pupils and teachers; reports major building and equipment repairs to be made to the Central Office.
3. Directly supervises the work of all personnel assigned to the building and evaluates as assigned.
4. Shall prepare all reports and maintain such records as required by school law, regulation, or request of the Superintendent.
5. Organizes, administers and directs all student activities for the assigned school building.
6. Directs all student accounting activities for the assigned attendance area; all extra-curricular funds in each building shall be handled through the office through a common accounting and banking system.
7. Following the building budget, shall be responsible for the requisition of supplies, textbooks, equipment, and other materials necessary for the building operation.
8. Prepares and submits the building's budgetary requests and monitors expenditures of funds.
9. Shall be responsible for assigning, promoting, or retaining all students assigned within the building. A report of all retained or conditioned students shall be made to the Central Office.
10. Shall coordinate the activities of the assigned school with the activities of other schools in the district through the office of the Superintendent.
11. Shall be responsible for keeping the Superintendent informed concerning all activities in his/her respective building(s).
12. Shall develop administrative guidelines/plans for safeguarding equipment property and enforce the observance of school laws.
13. Shall develop a disaster plan for the building following the guidelines set forth by the Galion School District.
14. Shall maintain good public relations with the community, pupil welfare, and school-pupil relationships.
15. Shall be responsible for securing teachers to cover classrooms when substitute teachers cannot be obtained, securing long-term substitute teachers, and providing input on permanent substitute teachers.
16. Notifies the office of the Superintendent of any student whose parents reside outside the district so that status may be determined regarding tuition.
17. Confers with the Superintendent regarding the expulsion of students before such action is taken and submits a written report.
18. Shall be responsible for establishing a procedure for withdrawing students from his/her building. The Principal shall complete all forms and reports required.
19. Maintains high standards of student conduct and enforces discipline as necessary according to policy and due process to the rights of students by establishing guides for proper student conduct and maintaining student discipline.
20. In conjunction with the staff, evaluate the curriculum, seek improvement of educational programs, and make recommendations to the Central Office.
21. Make regular classroom visits, review teachers' lesson plans (when required), and guide the instruction relative to the graded course of study.
22. Foster the professional and personal growth of all teachers.
23. Responsible for the general supervision of the grounds and building.
24. Enforcement of the Ohio Revised Code that establishes policy, age, and immunization requirements and supervises the student health services program.
25. Utilize County pupil personnel staff services when necessary (i.e., attendance officer, juvenile court, local agencies, and so forth).
26. Maintain adequate records of all students within the building.

27. Inform the Superintendent when absent from the building; appoint a faculty member to be in charge during his/her absence but, in doing so, must assume full responsibility for any result.
28. Be responsible for scheduling meetings with the faculty of his/her building.
29. Be responsible for supervising, approving, and following up on all building employees' sick leave, personal leave, professional leave, vacation leave, and work day, in addition to the general attendance of building staff.
30. Attend as many school functions as possible.
31. Schedules assemblies for the general instruction of the student population.
32. Responsible for general lunchroom operation.
33. Demonstrates the ability to organize tasks to completion.
34. Identifies, analyzes, and solves problems.
35. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
36. Is open to change and willing to be involved in the change process.
37. Serves as the building testing coordinator.
38. Completes other duties as assigned.
39. Uses a data-driven approach to analyze student needs.
40. Comfortable making presentations to stakeholders related to data analysis and trends.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply 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 incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: HIGH SCHOOL PRINCIPAL

GENERAL DESCRIPTION:

Implements the administration, supervision, and evaluation of all programs and activities, curricular and co-curricular, within their building following Board of Education policy and Ohio School Law and Standards; provides leadership in the planning and supervision of the educational program.

TERMS OF EMPLOYMENT: 260 Days

FLSA STATUS: Exempt

REPORTS TO: Superintendent of Schools
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. State of Ohio Principal License.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Shall meet requirements of law and be governed by State law.

ESSENTIAL FUNCTIONS:

1. Continue his/her professional growth through continued education coursework, workshops, seminars, and so forth.
2. Supervises the operations of the buildings, grounds, and other school property for the health, safety, and well-being of pupils, teachers, and patrons; reports major building and equipment repairs to be made to the Director of Operations.
3. Directly supervises the work of all personnel assigned to the building and evaluates as assigned.
4. Shall prepare all reports and maintain such records as required by school law, regulation, or request of the Superintendent.
5. Organizes, administers, and directs all student activities for the assigned school building.
6. Directs all student accounting activities for the assigned attendance area; all extra-curricular funds in each building shall be handled through the office through a common accounting and banking system.
7. Shall be responsible for the requisition of supplies, textbooks, equipment, and other materials necessary for the operation of the building through the Director of Learning.
8. Prepares and submits the building's budgetary requests and monitors expenditures of funds.
9. Shall be responsible for assigning, promoting, or retaining all students assigned within the building. A report of all retained or conditioned students shall be made to the Director of Learning. Certify senior students who are eligible to receive diplomas with the Superintendent.
10. Shall coordinate the activities of the assigned school with the activities of other schools in the district through the office of the Superintendent.

11. Shall be responsible for keeping the Superintendent informed concerning all activities in his/her respective building(s).
12. Develop administrative guidelines/plans for safeguarding equipment property and enforcing the observance of school law.
13. Shall develop a disaster plan for the building following the guidelines set forth by the district.
14. Shall maintain good public relations with the community, pupil welfare, and school-pupil relationship.
15. Shall be responsible for securing substitute teachers to cover classrooms when substitute teachers cannot be obtained, securing long-term substitute teachers, and providing input on permanent substitute teachers.
16. Notify the office of the Superintendent of any student whose parents reside outside the district so that status regarding tuition may be determined.
17. Confers with the Superintendent regarding the expulsion of students before such action is taken and submits a written report.
18. Shall be responsible for establishing a procedure for withdrawing students from his/her building.
19. Maintains high standards of student conduct and enforces discipline as necessary according to board policy and according to due process to the right of students by establishing guides for proper student conduct and maintaining student discipline.
20. In conjunction with the staff, evaluate the curriculum, seek improvement of educational programs, and make an annual report with recommendations to the Director of Learning.
21. Make regular classroom visits, review teachers' lesson plans (when required), and guide the instruction relative to the graded course of study.
22. Foster the professional and personal growth of all teachers.
23. Responsible for the general supervision of the grounds and building.
24. Enforcement of the Ohio Revised Code that establishes policy, age, and immunization requirements and supervises the student health services program.
25. Utilize County pupil/personnel/staff services when necessary (i.e., attendance officer, juvenile court, local agencies, and so forth).
26. Shall maintain adequate records of all students within the building.
27. Inform the Superintendent when absent from the building; appoint a faculty member to be in charge during his/her absence, but in doing so, the Superintendent must assume full responsibility for any result.
28. Be responsible for scheduling meetings of the faculty of his/her building.
29. Is responsible for supervising, approving, and following up all building employees' sick leave, personal leave, professional leave, vacation leave, and work-day in addition to general attendance of building staff.
30. Attends as many school functions as possible.
31. Schedules assemblies for the general instruction of the student population.
32. Responsible for general lunchroom operation.
33. As identified by the Ohio High School Athletic Association, is the chief administrator for interscholastic athletics.
34. Demonstrates the ability to organize tasks to completion.
35. Identifies, analyzes, and tactfully solves problems.
36. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
37. Is open to change and willing to be involved in the change process.
38. The Principal shall complete all forms and reports required.
39. Uses a data-driven approach to analyze student needs.
40. Comfortable making presentations to stakeholders related to data analysis and trends.
41. Regularly communicates student academic, behavioral, and social-emotional related matters to stakeholders.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

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Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: MIDDLE SCHOOL PRINCIPAL

GENERAL DESCRIPTION:

Implements the administration, supervision, and evaluation of all programs and activities, curricular and co-curricular, within their building following Board of Education policy and Ohio School Law and Standards; provides leadership in the planning and supervision of the educational program.

TERMS OF EMPLOYMENT: 227 Days

FLSA STATUS: Exempt

REPORTS TO: Superintendent
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. State of Ohio Principal License.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Shall meet requirements of law and be governed by State law.

ESSENTIAL FUNCTIONS:

1. Continue his/her professional growth through activities such as continued education coursework, workshops, seminars, and so forth.
2. Supervises the operations of the buildings, grounds, and other school property for pupils' and teachers' health, safety, and well-being and reports major building and equipment repairs to the Director of Operations.
3. Directly supervises the work of all personnel assigned to the building and evaluates as assigned.
4. Supervise and evaluate the instructional and guidance programs and the work (master) schedule of all assigned personnel.
5. Shall prepare all reports and maintain such records as required by school law, regulation, or request of the Superintendent.
6. Organizes, administers, and directs all academic student activities for the assigned school building.
7. Directs all student accounting activities for the assigned attendance area; all extra-curricular funds in each building shall be handled through the office through a common accounting and banking system.
8. Coordinates the requisition of supplies, textbooks, equipment, and other materials necessary for the operation of the building.
9. Shall be responsible for assigning, promoting, or retaining all students assigned within the building.
10. Shall coordinate the activities of the assigned school with the activities of other schools in the district.
11. Shall be responsible for keeping the Superintendent informed concerning all activities in his/her respective building(s).
12. Develop administrative guidelines/plans for safeguarding equipment property and enforce the observance of school laws.

13. Shall develop a disaster plan for the building following the guidelines set forth by the Galion City School District.
14. Shall maintain good public relations with the community, pupil welfare, and school-pupil relationships.
15. Notifies the office of the Superintendent of any student whose parents reside outside the district so that status may be determined regarding tuition.
16. Confers with the Superintendent regarding the expulsion of students before such action is taken and submits a written report.
17. Shall be responsible for establishing a procedure for withdrawing students from his/her building.
18. Maintains high standards of student conduct and enforces discipline as necessary according to Board policy and according to due process to the right of students by establishing guides for proper student conduct and by maintaining student discipline.
19. In conjunction with the staff, evaluate the curriculum, seek improvement of educational programs, and make recommendations to the Assistant Superintendent.
20. Make regular classroom visits, review teachers' lesson plans (when required), and guide the instruction relative to the graded course of study.
21. Foster the professional and personal growth of all teachers.
22. Enforcement of the Ohio Revised Code that establishes policy, age, and immunization requirements and supervises the student health services program.
23. Utilize County pupil personnel staff services when necessary (i.e., attendance officer, juvenile court, local agencies, and so forth).
24. Maintain adequate records of all students within the building.
25. Inform the Superintendent when absent from the building; appoint a faculty member to be in charge during his/her absence but in doing so, must assume full responsibility for any result.
26. Scheduling meetings of the faculty of his/her building.
27. Supervise, approve, and follow up on all building employees' sick leave, personal leave, professional leave, vacation leave, and work day, in addition to general attendance of building staff.
28. Attends as many school functions as possible.
29. Schedules assemblies for the general instruction of the student population.
30. Responsible for general lunchroom operation.
31. Demonstrates the ability to organize tasks to completion.
32. Identifies, analyzes, and solves problems.
33. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
34. Is open to change and willing to be involved in the change process.
35. Uses a data-driven approach to analyze student needs.
36. Makes presentations to stakeholders related to data analysis and trends.
37. Regularly communicates student academic, behavioral, and social-emotional related matters to stakeholders.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply 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 incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: Supervisor of Behavior Support

GENERAL DESCRIPTION:

The Supervisor of Behavior Support is pivotal in ensuring the Galion City School District achieves its mission and vision by promoting high-quality learning experiences and maintaining an environment conducive to student success. This role demands a proactive, strategic leader who embodies creativity, dynamism, and thoughtfulness. The successful candidate will possess exemplary communication, organizational, and interpersonal skills and a steadfast commitment and vigor to propel the district toward excellence in innovative teaching and learning strategies for every student.

TERMS OF EMPLOYMENT: 214 Days

FLSA STATUS: Exempt

REPORTS TO: Chief Academic Officer
Or designee

LAST ADOPTED: March 2024

QUALIFICATIONS:

1. Satisfactorily pass a BCI background check.
2. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
3. State of Ohio Intervention Specialist Teaching License.
4. Board Certified Behavior Analyst (BCBA) Certificate is required; must maintain this credential for employment.
5. A master's degree in special education, psychology, behavior disorders, social work, and/or counseling is required from an accredited college or university.
6. Complete the Crisis Prevention Intervention (CPI) train-the-trainer program within 60 days of hire.
7. Minimum eight (8) years of successful clinical or classroom experience with students with challenging behaviors and a proven track record of coaching adult stakeholders for student support.
8. Expert knowledge of and facilitating adult learning for function-based intervention planning for developing behavior change strategies focusing on reducing problem behavior and increasing more appropriate behavior.
9. Expert knowledge of and facilitating adult learning related to techniques needed to complete Functional Behavior Assessments (FBA), function-based interventions, and Behavior Intervention Plans (BIP).
10. Expert knowledge of and facilitate adult learning about research-based strategies and implementation.
11. Demonstrate ability to plan and evaluate strategies for improving instruction.

ESSENTIAL FUNCTIONS:

1. Lead the planning, development, coordination, and quality assurance of the district's behavior intervention, support programs, and related services.
2. Supervise, evaluate, and provide collaborative leadership to the Student Behavior Educational Assistants, Registered Behavior Technicians, and other members of the behavior support staff.
3. Develop and enhance education and information materials that support the operation of the behavioral program.

4. Oversee the documentation, fidelity of teaching, and assessment of adopted social-emotional (SEL) curriculum, behavioral programs, and PBIS programs.
5. Lead and support robust, engaging, differentiated professional development opportunities to enhance instructional practices and outcomes.
6. Train, supervise, and consult with staff, professionals, and parents to support developing and implementing Individualized Education Programs (IEP) behavior goals/objectives, placement, and services.
7. Conduct, generate, and train adult staff to create a Functional Behavioral Assessment and/or Behavior Intervention Plan.
8. Facilitate effective collaboration among classroom teachers, non-instructional, and administrative staff to foster an educational atmosphere conducive to student learning and development.
9. Work with school professionals, service providers, parents, and students to assess, identify, and refer children to the district's mental health behavioral programs.
10. Maintain a current CPI training status.
11. Provide CPI training to required district staff.
12. Provides strategic vision, planning, and leadership for all district-wide PBIS programs.
13. Attend parent, student, teacher, and other school service provider conferences and Student Services meetings to ensure program goals are developed, followed, and achieved.
14. Provide orientation during pre-placement visits/discussions for program placement.
15. Implement school policies, discipline codes, and procedures and ensure completion of all paperwork necessary to meet school, county, state, and federal requirements.
16. Provide counsel and assistance to administrators, teachers, and other stakeholders toward solving child behavioral problems and locating and securing various educational materials to coordinate special services with those of regular and special education programs at all school levels.
17. Develop behavior interventions in school programs and in students' homes on a planned and/or emergency basis to effect improved behavior adjustments (school work habits, socialization) and aid students and parents in mobilizing inner strengths and environmental/social resources to improve school functioning.
18. Work with school service providers to develop and provide programs, group education, and training to ensure the school's goals are linked in an optimum plan to the goals of the student's home and community.
19. Collaborate and network with other professionals to meet the needs of the student and parent (family) school/home partnership.
20. Interpret and review data with stakeholders; plan and implement appropriate action steps in response to the data.
21. Demonstrates the ability to organize tasks to completion.
22. Identifies, analyzes, and solves problems.
23. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
24. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply 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 incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: Supervisor of Learning Improvement

GENERAL DESCRIPTION:

To cooperatively work with the Chief Academic Officer in maintaining appropriate instructional strategies and programs for the benefit of the students; to assist the CAO by carrying out designated duties in directing the daily activities of the staff and students. The Supervisor of Learning Improvement shall act in the capacity of the CAO during his/her absence from duty. The Supervisor of Learning Improvement shall become familiar with all phases of the school program.

TERMS OF EMPLOYMENT: 214 Days

FLSA STATUS: Exempt

REPORTS TO: Chief Academic Officers (CAO)
Or designee

LAST ADOPTED: March 2024

QUALIFICATIONS:

- 1. State of Ohio Principal’s Certificate/License
- 2. Satisfactorily pass a BCI background check.
- 3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
- 4. Have or are willing to obtain Ohio Teacher Evaluation System certification and renew bi-yearly
- 5. Have or willing to obtain proper certification for district assessments
- 6. Have or are willing to obtain Dyslexia + certification

ESSENTIAL FUNCTIONS:

Leadership

1. Provide leadership in the improvement of the district-wide program of instruction.
2. Supervises the Instructional Coaches.
3. Consult with school leadership and teachers regarding literacy instruction to impact district learners.
4. Supervise and evaluate instructional coaches in the district using the approved evaluation system.
5. Support Building Leadership and instructional coaches in facilitating data analysis, teacher-based teams, instructional planning, and student intervention response meetings.
6. Collaborate with the Chief Academic Officer to coordinate district-wide professional development schedules and training opportunities.
7. Collaborate with the Chief Academic Officer to develop and revise criteria for curriculum proposals and assist instructional personnel in preparing, utilizing, and evaluating curriculum materials.
8. Assist in developing and revising the district's Multi-Tiered System of Support (MTSS) and Response to Intervention (RTI)
9. Assist building and district leadership in interpreting district instructional programs to the community and stakeholders.
10. Provide leadership in a data-driven approach to analyze student needs.
11. Demonstrates the ability to organize tasks to completion.
12. Identifies, analyzes, and solves problems.
13. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
14. Is open to change and willing to be involved in the change process.

Literacy

15. Serves as Dyslexia + Liaison for the district.
16. Leads Multidisciplinary Team (MDT) in revising and communicating the district literacy plan to stakeholders
17. Facilitate and/or conduct training on literacy resources for literacy improvement within the district.
18. Assist with developing and implementing formative/summative assessments to impact district learners' content mastery.
19. Model effective instructional practices for students, teachers, and/or building leadership.
20. Assist with curriculum mapping in the area of literacy.
21. Serves as Title I District Coordinator.

Testing

22. Performs duties as district testing coordinator.
23. Send testing data for uploads to the EMIS coordinator.
24. Upload and manage users in testing portals.
25. Upload students for testing.
26. Order materials for testing.
27. Collaborate with the district special services department regarding accommodations.
28. Assist in developing the district testing calendar and submit it for approval.
29. Provide training on testing protocols and reports for building and district personnel.
30. Secure testing materials according to state and national standards.
31. Return testing materials according to testing protocols.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional interaction among unruly children.
3. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply 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 incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

Date of Signature: _____

Galion City Schools Job Description

TITLE: SUPERVISOR OF TRANSPORTATION

GENERAL DESCRIPTION:

Routing school buses, scheduling special trips, supervising drivers and mechanical repair, and maintaining and promoting good community relations.

TERMS OF EMPLOYMENT: 260 Days

FLSA STATUS: Exempt

REPORTS TO: Chief of Operations
Or designee

LAST ADOPTED: March 2024

QUALIFICATIONS:

1. Successful experience in a supervisory position.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Knowledge of school bus traffic laws, safety, mechanics, and routing.
5. Good moral character and attendance record.
6. High school graduate or equivalent.
7. A valid commercial driver's license with CDL/bus driver endorsement is required.

ESSENTIAL FUNCTIONS:

1. Adjust bus routes following the school's opening according to the bus's size and the load's size.
2. Set up kindergarten bus routes.
3. Works closely with and is in attendance during annual inspections by the Ohio State Highway Patrol inspector.
4. Be present at bus inspections.
5. Hold periodic driver safety meetings for all bus drivers.
6. Assists in training programs for personnel within the transportation department.
7. Is responsible for preparing accident reports and reporting such to the local Superintendent and/or the Assistant Superintendent.
8. Secures substitute transportation personnel.
9. Train and assign substitute bus drivers.
10. Ride with new bus drivers during their first several trips.
11. Recommend replacement drivers.
12. Keep maintenance records for all buses.
13. Schedule routine maintenance of buses and supervise the bus mechanics.
14. Help prepare specifications for the purchase of buses.
15. Investigate parent complaints.
16. Schedule field trips.
17. Schedule athletic trips.

18. Maintain a current district map, a current roster of pupils transported, and prepare all reports applicable to the transportation department, i.e., route descriptions, pick up/drop off points, pupils-school attended, grade, bus number, etc.
19. Make periodic on-site inspections of buses.
20. Assist in the preparation of the budget for the department.
21. Assist with state forms and driver physicals.
22. Create an information package for substitute drivers.
23. Ride each bus and learn all routes; establish loading and unloading procedures. Inspect bus turn-a-rounds and help determine stops.
24. Schedule the transportation of handicapped students.
25. Routes discipline problems through instructed channels through building administrators.
26. Supervises and maintains a current inventory of supplies and materials related to transportation matters within the district.
27. Assists in the promotion of good safety practices and procedures.
28. Works on committees as may be pertinent to the effective operation of the transportation department, i.e., annual bus driver seminar and so forth.
29. Keeps abreast of new techniques and operations concerning transportation. Serves as a source of information on areas related to transportation.
30. Checks roads in inclement weather and advises the Director of Operations.
31. Demonstrates the ability to organize tasks to completion.
32. Identifies, analyzes, and solves problems.
33. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
34. Is open to change and willing to be involved in the change process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Serves as a role model for students in conducting themselves as citizens and responsible, intelligent human beings.
2. Helps instill in students the belief in and practice of ethical principles and democratic values.
3. Conducts other duties as assigned by their supervisor.

ADDITIONAL WORKING CONDITIONS:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.
4. Encounters with angry, rude, and/or unpleasant individuals.

EVALUATION:

This position's performance will be evaluated per the provisions of the Board's policy on evaluating personnel.

EMPLOYEE ACKNOWLEDGEMENT:

This job description does not state or imply 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 incumbent's supervisor, appointing authority, or designee. My signature below signifies that I have reviewed the contents of my job description and am aware of my position's requirements.

Printed Name of Employee: _____

Signature of Employee: _____

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