

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: 217 Days

FLSA STATUS: Exempt

REPORTS TO: Superintendent of Schools
Or designee

LAST REVISED: March 2024

QUALIFICATIONS:

1. State of Ohio Principal License or alternative 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. 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: _____