

# *Educational Service Center of Medina County*

## **Job Description**

**Title:**            **Black River Elementary Principal**

**Reports To:**     Superintendent/or Designee

**Supervises:**     Building Staff

**FLSA Status:**    NON-EXEMPT

### **Duties and Responsibilities:**

#### **Qualifications:**

- The building principal shall possess and update as necessary a valid Ohio certificate appropriate for the position.
- The building principal shall be of good moral character and be able to demonstrate by appearance and general manner an ability to present a good role model to students and faculty.
- Candidates for a principal's position should be able to discuss appropriate administrative responses to typical problems in education, community relations, building management and interpersonal relations.

#### **Description:**

The building principal is the educational leader of the building. This is accomplished through the staff, the students, and the community.

#### **Key Functions:**

#### **Ethical and Professional Attributes and Behaviors**

##### **Representative Elements:**

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school, nonpublic school, or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.

6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that is professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from administrators.

**Vision, Continuous Improvement, and Focus of Work:**

**Representative Elements:**

1. Participates in the formation and implementation of the Service Center's strategic planning process.
2. Attends Governing Board meetings and prepares such reports for the meetings as requested.
3. Service upon assignment by the Superintendent as a resource person to Medina County school districts.
4. Works cooperatively with the Superintendent and the Treasurer in investigating and securing alternative funding sources for the Service Center.
5. Serves as a liaison to all school districts, ESCs, and NCSSA partners regarding substitute services issues.
6. Assists in the recruiting, interviewing, and orientation of new ESC employees.
7. Manages all online functions for substitute teacher operations

**Essential Functions:**

1. The building principal functions as the administrative officer of the building and the professional leader of the staff. As such, the building principal has overall responsibility for the operations of the building.
2. The building principal plans, organizes, directs and evaluates the management of instruction, community relations, educational services and administrative support of the school.
3. The building principal is responsible for the supervision of teaching and support staff assigned to the school.
4. The building principal is responsible for the scheduling of students and teachers to achieve the greatest degree of instructional efficiency.
5. The building principal shall be responsible for evaluating assigned staff.
6. The building principal shall be responsible for ensuring that all after school uses of the building are appropriately supervised and that building cleanliness and security are maintained.
7. The building principal is responsible for insuring that building procedures for activity accounts, attendance, grading and other record keeping activities are managed according to district practices.

8. The building principal shall be responsible for meeting with students, staff, parents, and related groups concerning school related matters.
9. The building principal shall be responsible for building a positive relationship with the community by utilizing written materials, attendance at area meetings and showing a concern for community needs.
10. The building principal will recognize the necessity to use money in the most efficient manner while carrying out his prescribed duties.
11. The building principal will recognize that differences in the organization of buildings will require that individuals may be responsible for different tasks.
12. The building principal shall carry out such other tasks as assigned.
13. Maintains the website for Personnel.

**Additional Working Conditions:**

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.

**Required Training:**

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or as needed to maintain appropriate certification/licensure for the position held.

**Affirmative Action and EEO Policy**

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

**Governing Board Adopted:**