

## **Wyoming City School District Job Description**

**Job Title:** Building Principal

**Reports to:** Superintendent

**FLSA Status:** Exempt

**Category:** Contract

**Board Adopted:** January 24, 2005

**Board Approved Revision:** March 28, 2022

### **GENERAL DESCRIPTION**

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develops, advocates, and enacts a shared mission, vision and core values.
  - Works in collaboration with students, staff and other stakeholders to develop, enact and evaluate a data-informed shared mission, vision and core values.
  - Models, communicates, and advocates for the school's mission, vision, and core values in all aspects of leadership.
- Acts ethically and according to professional norms.
  - Understands, upholds and models professional ethics, policies and legal codes of professional conduct.
  - Models and sets high expectations for conduct that promotes professional norms for students, staff, other stakeholders and self.
- Implements collaborative structures and shared leadership to analyze data and causality, align evidence-based strategies to deliberate goals, develop the capacity of staff, and partner with internal and external supports to improve teaching and learning conditions and outcomes.
  - Develops the capacity of staff as leaders by establishing structures for collaboration that promote the analysis of data to identify areas of greatest need.
  - Develops a focused plan with processes and procedures for implementation.
  - Collaborates with teachers and other stakeholders to select, implement and monitor the impact of evidence-based strategies that align to the district and building goals and make necessary adjustments.
  - Engages and partners with staff and public and private sectors to create and support a culture of continuous improvement.
- Fosters an environment of effective and rigorous personalized instruction by ensuring each student has equitable access to effective teachers, leaders and learning supports.
  - Supports staff in recognizing, respecting and employing each student's strengths, diversity and culture as assets of both teaching and learning for personalized instruction.
  - Ensures each student has equitable access to effective teachers, challenging learning opportunities, educational resources and social support.
  - Uses standards to align, focus and implement systems of curriculum, instruction and assessment within and across grade levels to promote high expectations for student learning and core values of the school.
  - Promotes the effective use of technology in the service of teaching and learning.
- Supports all staff by promoting and organizing an environment focused on continuous improvement and personal growth to achieve positive outcomes for each student.

- Supports teachers and staff by providing ongoing actionable feedback, as well as individual and group professional development opportunities to promote continuous improvement aligned to the focused plan.
- Employs the Ohio Standards for Professional Development to organize the school as a professional learning environment to achieve positive outcomes for each student.
- Continually improves effectiveness of staff and self through dialogue, reflection, study and other professional development opportunities.
- Models, supports, and cultivates a school culture characterized by equity and inclusiveness.
  - Demonstrates cultural knowledge and sensitivity in decision-making practices and interactions with staff, students and families.
  - Supports students and staff by establishing norms of respect, caring, learning and safety.
  - Cultivates and monitors a school culture characterized by equity and inclusiveness.
  - Confronts and addresses individual and collective behaviors that disregard and/or defy equity and cultural responsiveness.
- Develops and sustains positive partnerships with and among students, staff and stakeholders to create a safe and caring school environment.
  - Establishes and sustains a professional culture of engagement and commitment to the education of the whole child.
  - Uses and sustains coherent systems of academic, physical, social and emotional supports to meet the needs of each student.
  - Develops and sustains a school environment in which students, staff and stakeholders are valued, trusted, respected and cared for.
  - Builds and supports positive partnerships among students, staff and stakeholders that collectively develop and sustain a safe and caring school environment.
  - Promotes a healthy work-life balance for staff and self.
- Develops and sustains partnerships with families and the community by acknowledging the school as a community resource and understanding the context of its existence within the larger community.
  - Develops and sustains positive, collaborative and productive partnerships with families and the surrounding community.
  - Uses the school as a resource to identify and address community needs and understand the context of its existence within the larger community.
  - Maintains a purposeful presence in the community to understand, value, and employ the community's cultural, social, socioeconomic, intellectual and civic resources.
  - Builds and sustains productive partnerships with public and private sectors to promote continuous improvement and student learning.
- Recruits, hires and assigns staff to ensure representation of diverse expertise and skill sets are aligned to the priorities of the focused plan while also promoting staff professional growth, cultural competence and opportunities for leadership.
  - Participates in the acquisition of high-quality recruits.
  - Develops and/or uses clear selection criteria and hiring processes.
  - Aligns the assignments of staff to students' needs to ensure the use of staff members' diverse expertise and skill sets and culturally responsive practices.
  - Provides opportunities for staff to assume leadership roles within the school.
  - Implements an evaluation process that promotes the professional growth and performance of staff.
- Develops and implements structures to maximize learning through relationships, management, fiscal responsibility and adherence to district and state laws, policies and procedures.
  - Collaborates with staff to support and facilitate policies and procedures that ensure a smooth progression for students through their school careers.

- Develops and uses productive professional relationships with students, staff, district personnel and other stakeholders to positively impact school operations.
- Plans and executes a fiscally responsible budget, ensuring federal, state and local guidelines are followed to support the focused plan.
- Develops and implements the schedules and other structures to maximize learning.
- Demonstrates and communicates a working knowledge of Ohio public education laws, rules and requirements, as well as district policies, procedures and agreements, as appropriate.
- Collaborates with local authorities and students, staff and other stakeholders to create, implement, monitor and maintain a school safety plan, per state regulations.

**SUPERVISORY RESPONSIBILITIES**

All staff in building as designated by the Superintendent.

**EDUCATION and/or EXPERIENCE**

Master’s degree or higher with specific emphasis in administration and supervision preferred.

**CERTIFICATES, LICENSES, REGISRATIONS**

State of Ohio Principal’s or Superintendent’s Certificate.

**LANGUAGE SKILLS**

Ability to read, analyze and interpret testing and survey results, financial reports and legal documents. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, write and comprehend directions, short correspondence and memos. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information in one-on-one and small group situations to staff, students, administrators, public groups, and/or Board of Education. Ability to write speeches and articles for publication that conforms to prescribed style and format.

**OTHER SKILLS AND ABILITIES**

Ability to apply knowledge of current research and theory based on school objectives. Must possess skills in reading, writing and math for the purpose of inventory, record keeping, making necessary measurements, reading of gauges and instruments, or other related items as applicable. Ability to apply common sense understanding to carry out written or oral instructions. Ability to speak clearly and concisely in written or oral communication. Ability to solve practical problems and deal with a variety of variables in situations that may arise. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to use computers where applicable. Ability to perform duties with awareness of district requirements and Board of Education policies.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, sit, use hands to finger, handle or feel, reach with hands and arms, talk and hear. The employee frequently is required to stand, climb or balance and stoop, kneel, crouch or crawl. There is a potential for exposure to blood-borne pathogens and communicable diseases. There is a potential for exposure to student illness, injuries, infections and bodily fluids. The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT**

General office conditions. Duties may require working under time constraints. Sedentary with some light lifting. Noise level is usually quiet. Occasional, possible exposure to blood, fluids and tissue, and communicable diseases. Potential for interaction with unruly individuals and/or children. Frequent travel to and from events required. Large volume of night and weekend hours required.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*