

Ridgemont Local School District



Sally Henrick, Superintendent

Melissa Pollom, Treasurer

POSTING

Position Open: The Ridgemont Local School District is accepting applications for the following position:

Position: **7-12 Principal beginning the 2022-2023 school year**

Ridgemont is looking for someone who is passionate about the following beliefs:

- the learning experience should be centered on student voice, passion, and ownership.*
- collaboration among partners empowers, challenges, supports, guides, and makes us unafraid to innovate.*
- in the freedom to fail and grow as we explore new ways to think and do.*
- service is our tool to instill a productive connection with community and meaningful life experiences for our staff and students.*
- rigorous academics are foundational to collaboration, innovation, and service which cause us to explore boundaries and redefine them.*
- our staff and students bring value to the world and should always be treated with the highest integrity*

Experience: Preferred Experience -

- Strong 7-12 educational background with successful classroom teaching experiences
- Strong knowledge of Curriculum Standards and Effective Instructional Strategies
- Knowledge of Achievement Indicators, Performance Index, Gap Closing, 7-12 Literacy and Prepared for Success Measures
- Special Education expertise
- Service Learning/Project-based learning experience
- Broad view of education on a local, state and national level
- Exemplary communication skills
- Leadership experience
- Growth Mindset

Qualifications: Valid Driver's License
B.C.I. Background Check
Ohio Principal License or Equivalent

District: Ridgemont Local School District - Ridgemont Board of Education seeks qualified candidates to assume teaching and student supervision responsibilities.

Apply to: Interested applicants please submit current resume, completed administrative application available on our website (www.ridgemont.k12.oh.us), copies of licenses, college transcripts, and three professional references by July 1, 2022 to:

Ms. Sally Henrick, Superintendent
sally.henrick@ridgemont.k12.oh.us

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RIDGEMONT LOCAL SCHOOL DISTRICT JOB DESCRIPTION

Title: PRINCIPAL **File 104**

Reports to: Superintendent

Job Objective: Manages the effective delivery/advancement of the school program.

- Minimum Qualifications:**
- Valid state department of education license/certificate as determined at the time of appointment.
 - Educational administration, curriculum/instruction and school finance skills substantiated by training and relevant work experience. Ability to influence the district's economic and cultural environment.
 - Adheres to the *Licensure Code of Professional Conduct for Ohio Educators*.
 - Articulates a clear educational philosophy and sustainable implementation strategy.
 - Complies with drug-free workplace rules, board policies and administrative guidelines/procedures.
 - Embodies high ethical standards/integrity. Accepts personal responsibility for decisions/conduct.
 - Exhibits consistent, impartial and resourceful decision-making skills. Interprets information accurately. Evaluates options thoroughly. Develops reasonable solutions to resolve issues.
 - Maintains a record free of criminal violations that would prohibit public school employment.
 - Meets all mandated health screening requirements.

NOTE: The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.

- Essential Functions:**
- 1. Serves as head administrator and instructional leader.**
 - Actively participates as an administrative team member. Upholds board policies. Implements district guidelines/procedures. Ensures compliance with relevant local, state and federal laws.
 - Helps develop a district-wide strategic plan. Manages the process of organizational change.
 - Articulates a shared vision of learning that supports substantive organizational goals. Helps staff use tangible/timely data to make informed decisions that support continuous improvement.
 - Manages the board-approved budget for assigned responsibilities. Controls costs. Requisitions equipment, supplies and services. Ensures that resources are equitably apportioned and appropriate for the purposes/needs of the program. Upholds fiscal accountability standards.
 - Plans/implements strategies to ensure tasks are completed within required time-frames.
 - Evaluates operational performance. Identifies short/long-range program needs/opportunities.
 - Pursues grant funding. Implements funded proposals. Complies with reporting requirements.
 - Serves as a policy adviser to the superintendent. Recommends protocols to address situations not covered by board policies or administrative procedures.
 - Attends board meetings. Submits agenda items. Prepares presentations.
 - Provides staff leadership. Helps staff meet established schedules. Establishes an appropriate level of employee autonomy. Assumes responsibility for the results of duties delegated to staff.
 - Implements state mandated and locally developed personnel assessment programs.
 - Participates in collaborative planning of staff development/in-service training activities.
 - Administers the instructional program. Ensures all students full access to educational opportunities. Facilitates the development, assessment and revision of standards-based curriculum guides/courses of study. Helps evaluate and recommend instructional materials.
 - Develops a master schedule (e.g., courses, student services/activities, etc.).
 - Manages equitable workloads/schedules. Maintains essential services during staff absences.
 - Oversees enrollment/withdrawal procedures. Administers policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
 - Administers state-mandated testing programs. Maintains test security. Analyzes test results. Provides leadership for instructional modifications/interventions that enhance student learning.
 - Helps staff resolve problems that impede student participation in appropriate learning activities.
 - Participates in parent conferences/student planning meetings as needed.

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- Complies with federal/state guidelines for students identified as having a learning need or disability. Monitors services to maintain the least restrictive educational environment.
- Oversees the revision and distribution of student/parent and teacher handbooks.
- Helps staff with pupil management. Prepares conduct reports/discipline recommendations.
- Oversees the development/delivery of extracurricular student activities.
- Ensures that students are appropriately supervised (e.g., arrivals/departures, parking lots, lunch periods, changing classes, extracurricular programs, etc.).

2. Exemplifies professionalism and fosters goodwill to enhance the district's public image.

- Cultivates relationships that promote a strong commitment of public support for the district.
- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps students understand/embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Maintains an acceptable attendance record and is punctual.
- Provides leadership for the continuous advancement of academic standards.
- Respects privacy and maintains the confidentiality of privileged information.
- Strives to develop rapport and serve as a positive role model for others.
- Sustains an effective and positive work/learning environment. Completes all assigned duties.

3. Maintains open/effective communications. Serves as an information resource.

- Communicates district objectives/program performance expectations to stakeholders.
- Coordinates staff meetings, conferences and other required school activities.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Provides prompt notification of personal delays or absences.
- Uses active listening and problem-solving techniques to resolve questions/concerns tactfully.
- Uses diplomacy/self-control when dealing with other individuals. Respects diversity.

4. Pursues opportunities to enhance professional performance.

- Keeps current with advances in technology associated with work assignments.
- Maintains applicable credentials. Complies with all state licensure requirements.
- Works toward mastery of individualized development/performance goals as directed.

5. Takes precautions to ensure safety. Initiates action to manage/eliminate risks.

- Helps update/implement the district's emergency preparedness/crisis response plan.
- Intervenes to prevent/stop bullying and inappropriate student behavior.
- Reports suspected child abuse/neglect to civil authorities as required by law.
- Responds to emergencies. Serves as a liaison to emergency services (e.g., police, fire, etc.).
- Upholds the student conduct code. Maintains high expectations for acceptable student behavior.
- Watches for situations that may indicate a problem.

6. Performs other specific job-related duties as directed.

- Assists with unexpected/urgent situations as needed.
- Implements workplace initiatives that advance district goals.

Working Conditions:

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, climbing, crouching, kneeling, reaching, or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to bloodborne pathogens and communicable diseases.
- Interacting with aggressive, disruptive and/or unruly individuals.
- Lifting, carrying and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle. Working in/near active vehicular traffic.
- Traveling to meetings and work assignments.

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**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Ridgemont Local School District.

The Ridgemont Local School District is an equal opportunity employer. This job description identifies primary responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes and unforeseen events.