

PRINCIPAL

The Midwest Regional ESC is seeking a qualified candidate to fill the following position:

Position	Part-Time or Full-Time	Deadline to Apply	Start Date	Building/District Location	Special Requirements
Principal (ED/Alternative School)	Full-Time 5 days/week (M-F) 7:30 a.m. to 3:30 p.m.	Until Filled	8/1/2023	Shelby County ED/Alternative School Campus located in Sidney, Ohio	Must hold, or have the ability to obtain, a valid ODE Administrative license (Superintendent, Administrative Specialist or Principal)

If you have questions regarding the position and/or building assignment, please contact Shawn McElroy, Assistant Superintendent at:

smcelroy@mresc.org

To apply, please complete and submit an application by clicking the application link below. You may also upload any additional documentation (for example: resume, cover letter, licensure, etc.) during the application process.

[MRESC Application](#)

Please read below for a full job description for this position.

MIDWEST REGIONAL EDUCATIONAL SERVICE CENTER

BELLEFONTAINE, OHIO

Title: Principal/Supervisor, ED Program & Alternative School

File 609

Reports to: Superintendent or Designee

Job Objective: Plans, organizes, leads, and directs the educational operations, activities, and services for the ESC's Shelby County (Sidney, Ohio) ED Program & Alternative School.

The Principal/Supervisor is responsible for a wide range of administrative responsibilities necessary to provide instructional leadership, comply with local, state, and federal regulations, supervise/evaluate assigned staff, establish appropriate relationships with client school districts, and partner with community agencies to ensure an effective education for participating students.

Minimum Qualifications

- Valid State of Ohio Certification/Licensure for an Elementary School Principal or Secondary
- A clear record as determined by the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation.
- Experience in evaluating staff, existing curricula, and providing leadership in the review and development of a program or school serving the needs of students with disabilities;
- Meet all health requirements mandated by law.
- Valid OTES 2.0 & OSCEs Credential
- Valid Ohio Drivers License.
- Strong organizational skills and effective oral and written communication skills.
- Ability to interact positively with teachers, students, business partners, colleagues, and the public.
- Prior experience working with staff to successfully manage difficult student behavior and coordinator evidence based interventions.
- Such alternative to the above qualifications as the Superintendent and Governing Board may find appropriate.

Responsibilities/Essential Duties/Functions

- On behalf of the Board of Education/Governing Board, assumes educational and social-emotional responsibility for day-to-day operations of the MRESC's ED Program and Alternative School in Sidney, Ohio (Shelby County).
- Initiates, interprets, implements, and upholds Board and building policies, procedures, rules and regulations for the orderly operation of the school.
- Responsible for developing and maintaining procedures for student intake, dismissal, and/or transition back to their home school.
- Develops, implements, and maintains a positive school climate utilized evidence-based PBIS strategies and tools. Articulates a shared vision of effective teaching and learning for students with disabilities.
- Ensures students are appropriately supervised at all times (including, but not limited to: arrivals/departures, bus drop off/collection, recess, lunch periods, changing classes, extracurricular programs, etc.).
- As required by Ohio Law, implements threat reporting, assessment, and response procedures.
- Ensures the confidentiality of privileged information. Maintains accurate records and submits required paperwork on time.
- Utilizes proven problem-solving techniques to identify potential conflicts and/or resolve concerns in a professional manner.

- Coordinates the development of the master schedule, teacher schedules and student schedules. Authors and maintains student handbook for ED Program and Alternative School.
- Manages (or supervises) test coordination for the ED Program and Alternative School. Ensures proper security protocols are in place during state-mandated testing.
- Approves staff leave. Responsible for ensuring that classrooms are covered during staff absences.
- Assumes responsibility for the attendance, conduct and well-being of students. Prepares conduct reports and discipline recommendations (as appropriate).
- Responsible for leading the selection of staff. Develops and implements specialized staff orientation activities (or professional development) to ensure personnel are ready to meet the needs of participating students.
- Ensures that instructional modifications and interventions that enhance student learning and improve test performance are implemented with fidelity by assigned classroom teachers. Is relentless in his or her belief that all students deserve a high quality education.
- Utilizes evaluation systems (OTES & OSCES) or coaching models (Ex. Cognitive Coaching) to support the professional growth of teachers, aides, and other educators assigned to the program/school.
- Serves as a change agent by promoting innovation and the implementation of evidence practices to address academic or behavioral needs of participating students and their families.
- Interacts with students in a constructive manner to encourage each individual to perform at their highest level.
- Coordinates in-service training for staff, and attends training with staff. As appropriate, leads professional development for assigned personnel.
- Monitors assigned program budget. Works with Treasurer to prepare budget, and ensures that resources are shared in an equitable manner across the school or program.
- Maintains familiarity with Ohio's academic content standards, model curricula, alternative assessment, etc. Leads the planning process to select instructional materials, online resources/assessments, and equipment.
- Actively seeks out supplemental funding opportunities (grants, donations, partnerships). Authors grant applications and/or ODE funding requests. Manages CCIP/One Needs Assessment as required for MRESC ED Program funding and support.
- Maintains positive professional relationships with parents, parent groups, school volunteers, community involvement, and outside agencies.
- Actively seeks out community partners that can assist or support improved educational or social emotional outcomes for students. Initiates referrals to agencies as needed (e.g., medical, workforce development, law enforcement, legal, health, welfare, etc.).
- Serves as a school/program contact for local and regional service providers.
- Attend District Board meetings and School/District Activities (as directed or assigned by the Superintendent).
- Required to direct and lead collaborative meetings where students' instructional or behavioral progress is being discussed.
- Develops, tracks, and implements (as needed) parent conferences or student planning meetings as needed (ETR, IEP, RTI/MTSS, IAT, etc.).
- Communicates with Superintendent regularly on school progress, issues, concerns involving students, employees, and parents that may impact the school operations.
- Clearly defines problems, collects data, establishes facts, and draw valid conclusions.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Serves as a positive role model for others. Maintains a professional appearance by wearing clothing appropriate for the position.

Performs other related tasks or duties as designated by the superintendent or designee.

Supervisory Responsibilities

Manages all employees in the school. Is responsible for the overall direction, coordination, and evaluation of the ED Program and Alternative School . Responsibilities include, but are not limited to: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Abilities Required:

The following characteristics and/or skills are deemed important for successful performance of the job duties listed above:

- Recognizes potential problem situations in advance and intervene to prevent and/or resolve conflicts.
- Manages tasks/duties effectively so that deadlines are met.
- Utilizes active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Interprets various sources of data accurately.
- Uses insights from his or her analysis of the situation/data to develop and implement an effective responses.
- Arrives on time to work and meetings.
- Maintains an acceptable attendance record.
- Utilizes professional skill and experience to manage interactions with groups or individuals (internal or external to the organization) in a professional and effective manner.
- Demonstrates professionalism and exemplary personal conduct.
- Uses interpersonal skills to promote a favorable image of the Midwest Regional ESC
- Adheres to Drug Free Workplace policies throughout his or her employment with the ESC.
- Exhibits patience when dealing with difficult situations or individuals.

Work Environment

- Must be able to work within various degrees of noise, temperature, and air quality.
- Job responsibilities may require both indoor and outdoor assignments.
- Interruptions of work are routine.
- Flexibility and patience are required.
- Must be self-motivated and able to complete job assignments without direct supervision.
- Must be able to work under stressful conditions.

Physical Requirements

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

Potential Hazards

Exposure to the following conditions may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential exposure to blood borne pathogens
- Interaction with agitated or upset individuals or students
- Duties may require operating and/or riding in a vehicle
- Duties may require extended time using a computer terminal and keyboard
- Duties may require considerable telephone contact and paperwork
- Duties may require working under stress to meet schedules and deadlines
- Duties may include working during the evening and/or weekend